



CONTRACT OF AGREEMENT

between

Ventura Unified School District

and the

**Ventura Education Support
Professionals Association**

July 1, 2018 - June 30, 2022

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 – 2021*

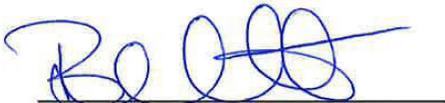
Agreed to this 14th day of March, 2019



Chief Negotiator, VUSD



Chief Negotiator, VESPA



Chief Negotiator, VUSD



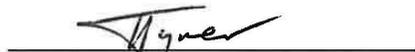
Chief Negotiator, VESPA



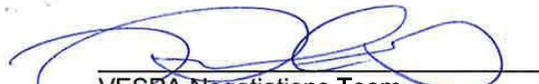
VUSD Negotiations Team



VESPA Negotiations Team



VUSD Negotiations Team



VESPA Negotiations Team



VUSD Negotiations Team



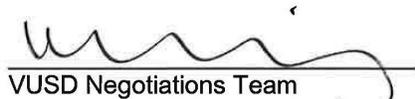
VESPA Negotiations Team



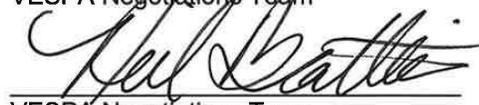
VUSD Negotiations Team



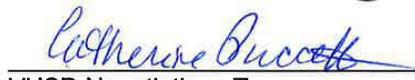
VESPA Negotiations Team



VUSD Negotiations Team



VESPA Negotiations Team



VUSD Negotiations Team



VESPA Negotiations Team



VUSD Negotiations Team



VUSD Negotiations Team

***NOTE: Contract Extension, signed TA on 08/06/2021 and approved by the Board of Education on 08/24/2021 – VUSD and VESPA agreed that the current contract (2018-2021) will be extended for one (1) additional year, and will expire on June 30, 2022. See Article 46.**

CONTRACT OF AGREEMENT
between the
Ventura Unified School District
and the
Ventura Education Support Professionals Association

2021 - 2022



VUSD Classified Negotiation Team Members

Dr. Rebecca Chandler, Assistant Superintendent, Business Services
Brett Taylor, Assistant Superintendent, Human Resources
Anthony Ramos, General Counsel
Marissa Cervantes, High School Principal
Bill Elsenbaumer, Director, Facilities
Dr. Susan Martinez, Elementary Principal
Kara Muniz, Director, Food & Nutrition
Eric Reynolds, Director, Risk Management

Resource/Support

Anna Campbell, Director, Fiscal Services
Andrea Crouch, Director, Classified Human Resources

VESPA Classified Negotiation Team Members

Felix Cortez, Chief Negotiator (Athletic Equipment Attendant/Custodian, VHS)
Jackie Lopez, Chief Negotiator (ESC - Classified Human Resources)
Kathleen Garcia (Paraeducator, Elementary)
Michael McBride (Transportation)
Margaret Parsadanyan (ESC - Student Support Services)
Cathie Saldana (Paraeducator, Secondary)



Resource/Support

Carol Peek, VESPA President
Kim Mina, CTA

Ventura Unified School District
255 W. Stanley Avenue, Suite 100
Ventura, California 93003
805.641.5000
venturausd.org

Ventura Education Support Professionals Association
1727 Mesa Verde Avenue, Suite 120B
Ventura, California 93003
805.644.0795
venturaesp.org

TABLE OF CONTENTS

ARTICLE	CONTENTS	PAGE
1	AGREEMENT	1 of 1
2	RECOGNITION	1 of 1
3	DISTRICT RIGHTS	1 of 1
4	ASSOCIATION RIGHTS	1 of 3
	Release Time.....	2
	District Committee Appointments.....	3
5	UNIT MEMBER RIGHTS.....	1 of 2
	Non-Discrimination Clause	1
	Personnel Files.....	1
6	ORGANIZATIONAL SECURITY	1 of 1
7	TOOLS, EQUIPMENT AND SUPPLIES	1 of 1
8	USE OF PERSONAL VEHICLE	1 of 1
9	PHYSICAL EXAMINATIONS	1 of 1
10	LIABILITY INSURANCE.....	1 of 1
11	HOURS	1 of 2
	Workweek.....	1
	Workday.....	1
	Increase in Hours	1
	Lunch Periods.....	1
	Rest Periods	1
	Special Time Off	1
12	OVERTIME/COMPENSATORY TIME OFF	1 of 3
	Overtime.....	1
	Offering Overtime.....	2
	Overtime Scheduling.....	2
	Compensatory Time Off (CTO).....	3
13	TRANSPORTATION	1 of 6
	Assignment and Regular Hours.....	1
	Transportation Field Trip Assignments	1
	Transportation Extra Hours Assignments	3
	Drug and Alcohol Testing.....	4
	Extended Year Assignments and Summer Break Field Trips.....	6
14	FRINGE BENEFITS OF PART-TIME UNIT MEMBERS.....	1 of 1

15	SHIFT DIFFERENTIAL	1 of 1
16	CONTRACTING OUT	1 of 1
	Work Preservation	1
	Grievance	1
17	UNSCHEDULED CALL TO WORK	1 of 1
	Minimum Call in Time	1
	Call Back Time	1
	Minimum Compensation for On-Call Designation	1
18	WORKING OUT OF CLASSIFICATION	1 of 1
19	LAYOFF, REEMPLOYMENT, AND EFFECTS RELATED THERETO	1 of 4
	Layoff	1
	Bumping Rights	2
	Reemployment	2
	Effects	3
20	TOTAL COMPENSATION	1 of 4
	Health and Welfare Benefits Eligibility	2
	Health and Welfare Benefits for Retired Employees	4
21	TAX SHELTER ANNUITIES	1 of 1
22	HOLIDAYS	1 of 1
23	VACATION	1 of 3
24	BEREAVEMENT LEAVE	1 of 1
25	JURY DUTY AND WITNESS LEAVE	1 of 1
26	MILITARY LEAVE	1 of 1
27	SICK LEAVE	1 of 5
	Sick Leave	1
	Catastrophic Sick Leave Bank Creation and Administration	2
	Catastrophic Sick Leave Bank – Eligibility and Contributions	3
	Catastrophic Sick Leave Bank – Withdrawal from the Bank	4
28	INDUSTRIAL ACCIDENT AND ILLNESS LEAVE	1 of 2
29	ADDITIONAL SICK LEAVE FOR PERMANENT BARGAINING UNIT MEMBERS	1 of 1
30	PERSONAL NECESSITY LEAVE	1 of 1
31	LEAVE OF ABSENCE WITHOUT PAY	1 of 1
32	MATERNITY AND PARENTAL LEAVE	1 of 2
	Maternity Leave	1
	Parental Leave	1

33	EMERGENCY LEAVE DUE TO NATURAL DISASTERS	1 of 1
34	TRANSFERS AND PROCEDURES FOR FILLING VACANCIES	1 of 4
35	DISCIPLINE	1 of 1
36	EVALUATIONS	1 of 2
	General	1
	Procedure	1
	Review Process	2
	Right of Rebuttal.....	2
37	GRIEVANCE	1 of 3
38	SAFETY	1 of 2
	Uniforms	2
39	ORIENTATION AND TRAINING	1 of 1
40	SPECIALIZED HEALTH CARE	1 of 1
41	PROFESSIONAL GROWTH	1 of 4
	Procedures	1
	Standards and Guidelines for Participation	2
	Eligibility for Participation in the Professional Growth Program.....	3
	General Rules and Regulations for Professional Growth Increments.....	3
	Qualification for Initial Professional Growth Increment.....	4
42	SITE-BASED DECISION-MAKING	1 of 4
	Purpose	1
	Structure	1
	District Steering Council.....	1
	Contract Waiver Requests	2
	Scope of Decisions	2
	Procedures for Site-Based Decision Making	2
	Proposal Development at School Site.....	3
	Initial Site Voting on Proposal.....	3
	School Site Council Approval	3
	District Steering Council Approval	3
	Final School Site Approval Voting (2/3 majority required)	3
43	PROFESSIONAL COURTESY	1 of 2
	Bargaining Unit Member Option Chart.....	2
44	SEVERABILITY	1 of 1
45	SUPPORT OF AGREEMENT	1 of 1
46	TERM	1 of 1
47	COMPLETION OF NEGOTIATIONS	1 of 1

APPENDICES

APPENDIX A	Unit Modification Order.....	3 pages
APPENDIX B	California Education Code, Section 45136.....	1 page
APPENDIX C	California Education Code, Section 45298.....	1 page
APPENDIX D	California Education Code, Section 45309.....	1 page
APPENDIX E	Classified Represented and Confidential Salary Schedule	12 pages
APPENDIX F	Health and Welfare Deferred Compensation Plan	1 page
APPENDIX G	Side Agreement #1 between VESPA and VUSD	1 page

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 1
AGREEMENT

- 1.1 This Agreement is made and entered into this 14th day of March 2019.
- 1.2 The Article and provisions herein constitute a bilateral and binding agreement (hereinafter referred to as "Agreement") by and between the Governing Board of the Ventura Unified School District (hereinafter referred to as the "District") and the Ventura Education Support Professionals Association (VESPA), a chartered chapter of The California Teachers Association (CTA), an affiliate local association of the National Education Association (NEA), (hereinafter referred to as the "Association") an employee organization.
- 1.3 The Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549 of the Government Code.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 2
RECOGNITION

- 2.1 The District recognizes the Association as the exclusive representative for employees of the District as certified by PERB on June 4, 1985 as described in Appendix A attached hereto and incorporated by reference as part of this Agreement.
- 2.2 All new regular classified positions which are not certificated, management, confidential, or supervisory shall be assigned to the unit. The District has authority to designate positions as management, confidential or supervisory. The District shall notify the Association of the assignment or designation of a position. If requested by the Association in writing within fifteen (15) days of such notification, the District shall meet with the Association to discuss such assignment or designation.

Disputed cases shall be submitted to the PERB for review.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 3
DISTRICT RIGHTS

- 3.1 Except as agreed in this contract, it is understood and agreed that the District retains all of its powers and authority to direct, manage and control to the full extent of the law.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 4
ASSOCIATION RIGHTS

- 4.1 VUSD recognizes that its relationship with VESPA is a partnership that works to accomplish mutual interests and wants to nurture that relationship with open communication and access to information. Given the legislative mandate to provide direct access to new employees during an orientation process, VUSD agrees that it will provide no less than 10 working days' notice to VESPA of any scheduled group orientations for new employees (Gov. Code Section 3556) and allow no less than 30 minutes for VESPA to present to the new employees. Updated information on new employees will be provided every 120 days unless mutually agreed it is unnecessary (Gov. Code Section 3558).

For individual or small group orientations spread out through the fiscal year, VESPA is encouraged to submit material describing the function and importance of union membership. VUSD agrees to provide those materials to employees during the orientation process. Additionally, VUSD will allow access to representatives of VESPA to new employees at work sites during non-duty hours. However, additional released time for membership recruitment will not be provided to VESPA representatives unless the cost is reimbursed to VUSD.

Within 30 days of employment for new employees or at the first pay period following employment, VUSD will provide VESPA the name, job title, weekly hours and work location of the new hire (Gov. Code Section 3558). VUSD will also provide the new hire's home address, personal cellular telephone number, and personal email address if that information is on file with VUSD and there isn't a privacy notice requesting that information not be made available (this information shall be provided electronically to the VESPA President and Membership Chair). Should the phone number and personal email addresses not be made available through VUSD, VESPA may request that information directly from employees. A privacy notice will be provided by VUSD along with other work-related information to the new hire at the time of the orientation.

- 4.2 The Association has the right to make use of school buildings for Association business under the Civic Center policies provided it makes advance arrangements through the Business Services Office.
- 4.3 The District agrees to the right of Association access to a unit member at their work location during the unit member's meal or rest break or after their normal working hours. Any Association representative shall, prior to contacting a unit member, make their presence known to the school principal or administrator-in-charge on the site they are visiting.
- 4.4 The Association may make use of designated bulletin boards, mail boxes, and the District mail service subject to the following conditions:
- 4.4.1 All postings on designated bulletin boards, or items for the District mail service must contain date of posting or distribution and identification of the Association together with signed authorization of an Association Officer or Field Representative.
 - 4.4.2 A copy of such posting or distribution must be delivered to the Superintendent or designee at the same time as posting or distribution.
 - 4.4.3 No posting shall remain longer than needed.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

4.5 Release Time

4.5.1 Upon a written request, the Association President shall be granted a paid leave of absence for the period of the elected officer service based on the President's regular assigned time, without loss of compensation, benefits, seniority, or service credit in the Public Employees' Retirement System (maximum amount of the service credit earned shall not exceed 12 years, per Ed Code section 45210). The Association shall reimburse the District a predetermined amount, calculated at Step 1 of the classification of the President's regular assignment, not to exceed an amount based on salary range 210, Step 1 for a maximum of 210 assigned days per year, at the President's regularly assigned hours. The District will be responsible for paying the costs for statutory and insurance benefits associated with the President's regular assignment.

Upon expiration of the President's leave of absence, the Association President shall be returned to a vacant position in their same classification with the same number of hours and days per year. If the District is unable to return the President to a vacant position, the President shall have bumping and reemployment rights, in accordance with seniority, in the same manner as if they had been laid off for lack of work or lack of funds on the date the President's leave expires.

4.5.2 A paid leave of absence for the performance of duties by a unit member elected to a state or national association office shall be granted provided the District is reimbursed the full cost of the released employee.

4.5.3 At the request of the Association a reasonable number of elected/unelected bargaining unit members shall be granted a paid leave of absence for the purpose of enabling the bargaining unit member to attend important organizational activities authorized by the employee organization, provided the Association reimburses the District a predetermined amount. The Association will not be invoiced for a bargaining unit member who is released for a portion of their regular work shift, however, the Association shall be invoiced for reimbursement for a bargaining unit member who is released for their full work shift regardless if a sub is obtained or another employee works out-of-classification to cover the absent bargaining unit member. No more than two (2) unit members from the same department shall be released on any given day for this purpose, unless approved by management.

Important organizational activities means those activities relating to the operation of the chapter, other than meeting and negotiating, processing of grievances, and representing a unit member during meetings with management regarding employment relations.

Time off for these purposes shall be coordinated between the unit member and the unit member's immediate supervisor. Written notice must be made to the Superintendent or designee at least five (5) working days in advance of any requested release time for Association activities

The District shall provide an invoice to the Association by the 15th of the following month in which the timecard was received by the Payroll Department not to exceed 60 calendar days from the day of the month in which the release occurred. (For example, October timesheets are due by November 5th. An invoice would then be provided to the Association by

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

December 15th. However, if the October timesheet is turned in after November, then the Association would not receive an invoice until the 15th of the month following the month the timesheet was received.)

- 4.6 The Association shall have the right to designate up to seven (7) of its unit members, who shall be given reasonable release time, to participate in negotiations. Up to seven (7) unit members may be designated to serve on the Employee-Employer Relations Committee (EERC), to discuss issues of common concern. These unit members will be provided reasonable release time for these activities. It is recognized that the intent of the Employee-Employer Relations Committee is to provide an arena for informal discussion of non-negotiable issues and as an opportunity to resolve problems at the lowest possible level.
- 4.7 District Committee Appointments
- 4.7.1 Only the Association shall have the authority to appoint unit member representatives to any District committee on which the District has requested unit member representatives, unless the Association fails to make an appointment under the conditions listed below. If the Association does not make an appointment within twenty (20) business days, the appointment will be made by the District. The Association may determine that it does not wish to participate in a specific committee, and will notify the District within twenty (20) business days of its decision. In this instance there shall not be participation by any member of the bargaining unit on the committee. It is also recognized that the time limitations in this article may be waived and/or altered by mutual consent of the District and the Association.
- 4.7.2 Bargaining unit members shall be appointed to any site based decision making committee pursuant to the guidelines outlined in Article 42 of this agreement.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 5
UNIT MEMBER RIGHTS

5.1 Non-Discrimination Clause

The District shall not discriminate against a unit member on the basis of actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or and Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics or membership or participation in the activities of the Association.

5.2 Personnel Files

5.2.1 There shall be an official personnel file for each member of the unit.

5.2.2 The official personnel file shall be kept in the central Classified Human Resources Office of the District.

5.2.3 All material placed in the unit member's official personnel file shall be signed and dated by the person who prepared the material.

5.2.4 Access to a unit member's official personnel file shall be limited to a 'need to know' basis. Access authorization must be obtained from the Superintendent or the Director of Classified Human Resources. The contents of all official personnel files shall be kept in the strictest confidence. For other than routine personnel office activity relative to personnel files, the Classified Human Resources Office shall keep a log indicating the persons who have examined the official personnel file, as well as the dates such examinations were made. Such log shall be available for examination by the unit member or their authorized Association representative.

5.2.5 Materials in the official personnel file shall be made available for inspection by the unit member upon request and with reasonable notice (24 hours, or less if mutually agreeable) to the Classified Human Resources Office.

5.2.6 Unit members shall have the right to inspect and obtain a copy of the materials in their official personnel files, upon request and with reasonable notice (24 hours or less if mutually agreeable) to the Classified Human Resources Office.

5.2.7 An Association representative may review the unit member's official personnel file with written authorization from the unit member or may accompany the unit member to review the file. Derogatory materials in excess of two (2) years age shall not be the subject of any adverse action against the unit member.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

- 5.2.8 Information of a derogatory nature shall not be entered or filed in a unit member's official personnel file until the unit member has been provided a copy of the material and the opportunity to respond to the material.
- 5.2.9 The unit member shall have the right to enter, and have attached to any material placed in their official personnel file, their own written comments, by having such written comments delivered to the Classified Human Resources Office.
- 5.2.10 Review of the unit member's official personnel file shall take place during normal business hours and the unit member shall be released from duty for this purpose without salary reduction only if the review is of derogatory material placed in the file. All other review of the official personnel file shall be outside the unit member's scheduled work hours.
- 5.2.11 All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the official personnel files of the participants. Official employee transaction records which implement any grievance resolution shall be filed in the official personnel file.
- 5.2.12 Nothing in this article shall prevent or curtail the maintenance of supervisor's files. The purpose of such files shall be for the supervisor's use in preparing employee evaluations and documentation. The same employee rights apply to these supervisors files as apply to the official personnel files.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 6
ORGANIZATIONAL SECURITY

- 6.1 Any unit member of the Association, who has applied for membership, may sign and deliver to the District an assignment authorizing deduction of the unified membership dues, initiation fees and general assessments to the Association. Pursuant to such authorization, the District shall deduct one-tenth of such dues from the regular salary check of the unit member each month for ten (10) months. Deductions for unit members who sign such authorization after commencement of the school year shall be appropriately prorated to complete payment by the end of the school year.
- 6.2 a) Any unit member who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join or financially support the Association; except that such unit member shall pay, in lieu of a representation fee, sums equal to such fee to one of the following non-religious, non-labor organizations, charitable funds exempt from taxation under Section 501 (c) (3) of Title 26 of the Internal Revenue Code:
- 1) United Way
 - 2) Cheers for Children
 - 3) Ventura Education Partnership
- Such payments shall be made on or before October 31 of each school year.
- The District will accept deduction authorizations for United Way.
- b) Proof of payment and a written statement of objections along with verifiable evidence of membership in a religious body whose traditional tenets or teachings object to joining or financially supporting employee organizations, pursuant to paragraph 6.4(a) above, shall be made on an annual basis to the Association as a condition of continued exemption from the provisions of paragraphs 6.1 and 6.2 of the Article. Proof shall be in the form of receipts and/or canceled checks indicating the amount paid, date of payment, and to whom paid, in lieu of the service fee, has been made. Such proof shall be presented on or before October 31 of each school year.
- 6.3 It is agreed that the District assumes no obligation to, in any manner, enforce the provisions of the above paragraphs beyond actioning any valid and unrevoked payroll deduction authorizations.
- 6.4 With respect to all sums deducted by the District pursuant to paragraph 6.1, the District agrees promptly to remit such monies to the Association accompanied by an alphabetical list of unit members for whom such deduction has been made.
- 6.5 The Association agrees to furnish to the District any information needed to fulfill the provisions of this Article.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 7
TOOLS, EQUIPMENT AND SUPPLIES

- 7.1 No unit member shall be required to provide tools, equipment, and/or supplies for performance of their employment duties.
- 7.2 No unit member may utilize their own tools or equipment for use in the course of employment without the specific written approval of the appropriate Department Head.
 - 7.2.1 If a unit member is given permission to use their own tools or equipment the District shall provide the same method of storage as provided for District owned tools and equipment. The District assumes no liability for any loss or damage to such tools or equipment.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 8
USE OF PERSONAL VEHICLE

- 8.1 A unit member who uses their own vehicle in the performance of their job must provide their own insurance which will be primary and shall be covered under the District insurance policy as a secondary policy. The District shall pay the deductible for collision up to \$1000 should a unit member suffer damage to their vehicle from accident while on District business.
- 8.2 If a unit member uses their personal vehicle in the performance of their job, and the vehicle is out of service, the District shall either:
- 1) provide transportation for the unit member; or
 - 2) have the unit member perform other duties which do not require the use of a vehicle.
- The benefits of this provision are limited to fifteen (15) days per year.
- 8.3 The District shall make available for a unit member who transports work related items in their personal vehicle appropriate materials to guard against damage. In the event that damage occurs to the unit member's vehicle while in the performance of their job, the District will reimburse the unit member up to \$1000 to repair such damage.
- 8.4 Any bargaining unit member who is required to use their vehicle in their job shall be reimbursed at the current rate allowable by the IRS.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 9
PHYSICAL EXAMINATIONS

- 9.1 The District agrees to provide the full cost of any medical examination ordered by the District as a condition of employment, continued employment, or as a result of a reasonable cause determination of the need for a medical evaluation of job readiness. Such exam shall be performed by a physician named by the District and selected by the unit member from a panel of three provided by the District. In the event a panel of three physicians in a specific medical area is not available within a 100-mile radius of the District Office, the District may provide a list of less than three. The District shall not be obligated to provide a list of physicians for the examinations required by law, such as the tuberculosis test and the bus driver's license examination.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 10
LIABILITY INSURANCE

- 10.1 The District will maintain liability insurance in the amount of \$10,000,000 to provide coverage for all unit members when acting within the scope of their employment.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 11
HOURS

- 11.1 Workweek: The regular workweek of a unit member shall consist of not more than five (5) consecutive working days.
- 11.2 Workday: The length of the regular workday shall not exceed eight (8) hours and shall be designated by the District for each classified assignment in accordance with the needs of the District and the task being performed. Each unit member shall be assigned a fixed, regular and ascertainable number of hours.
- 11.3 Increase in Hours:
- 11.3.1 When a class contains permanent positions of varying hours of work per day, week or month, unit members may request transfer into positions within their same class at the higher number of hours through the normal transfer procedure.
- 11.3.2 When an existing permanent position is assigned an increase in time, the increase shall be first offered to the current incumbent. This shall not apply to bargaining unit members covered under article 13.2.3.
- 11.3.3 Unit members who are eligible for transfer and who express an interest in the position being increased in hours shall be interviewed for the position by the appointing authority, who may select a candidate for the position from this group. Unit members who are eligible to request transfer to a vacant position but do not do so shall not be permitted to interview for the position once a proper assignment is made.
- 11.4 Lunch Periods: All unit members working in an assignment of at least five hours per day shall be entitled to an uninterrupted lunch period of at least thirty (30) minutes scheduled at or near the midpoint of each work shift or as near a normal meal time as possible. Lunch periods shall be unpaid time. If the total work period per day of the unit member is no more than six hours, the meal period may be waived by mutual consent of both the employer and unit member (California Labor Code, section 512(a)).
- 11.5 Rest Periods: All unit members who work an assigned shift of at least three and one half (3.5) hours shall be granted rest periods of fifteen (15) minutes near the middle of each four (4) hour work period. The time for the break shall be mutually agreed upon between the unit members and their supervisors. Special shifts or special duties may modify actual practice, but not the basic intent of this rule. Examples include but are not limited to: (1) evening or special shifts of eight (8) hours will have a total of thirty (30) minutes to be used to the best advantage as mutually agreed between unit members and their supervisors; (2) Bus Drivers may not interrupt a loaded bus run unless it is a rest stop for the passengers too. Rest periods shall be considered time worked for pay purposes.
- The District shall make available at each work site lunchroom and restroom facilities for staff use.
- 11.6 Special Time Off:
- 11.6.1 Voting - If a unit member's work schedule is such that it does not allow sufficient time to vote in any federal, state, or local election in which the unit member is entitled to vote, the District shall allow sufficient time up to two (2) full hours for such voting by the unit member

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

without loss of pay. The unit member shall notify their supervisor two (2) working days in advance of the need. The two shall agree whether to take the time at the beginning or end of the shift.

- 11.6.2 Association General Meetings: Unit members whose normal working hours fall during Association general membership meetings shall be allowed, upon at least 24 hours advance arrangement with their supervisors, to leave their jobs and attend the meeting unless a special activity at the work site cannot be covered. These unit members shall sign an attendance roster at the meeting and shall be responsible for making up the time taken off to attend the meeting.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 12
OVERTIME/COMPENSATORY TIME OFF

- 12.1 Overtime is defined to include any District-authorized time required to be worked in excess of eight (8) hours in any one day or any time in excess of forty (40) hours in any workweek.
- 12.1.1 A unit member who works authorized overtime shall be paid at a rate equal to 1-1/2 times their regular rate of pay for the overtime worked. Shift and special assignment differentials shall be included in determining the unit member's regular rate of pay.
- 12.1.2 Extra driving time for bus drivers shall be subject to provisions in Article 13.
- 12.1.3
- a) Employees whose average workday is 4 hours or more shall be compensated at a rate not less than 1-1/2 times the employee's regular rate of pay for any work required to be performed on the 6th or 7th day.
 - b) Employees whose average workday is less than 4 hours per day shall be compensated at a rate not less than 1-1/2 times the employee's regular rate of pay for any work required to be performed on the 7th day.
 - c) For these employees, the requirement to work 8 hours per day or 40 hours per week does not apply.
- (reference: California Education Code, section 45131)
- 12.2 The District shall have the right to implement a "4-10" or "9-80" workweek. Prior to implementing such a decision, the District shall notify the Association of its intention and upon request, negotiate with the Association regarding such decision.
- 12.2.1 If a "4-10" plan is implemented, overtime will be paid for:
- a) all hours worked in excess of 10 hours per day.
 - b) all hours worked on the fifth, sixth and seventh days, except that a unit member working an average workday of five hours or less during a workweek shall receive overtime for any work required to be performed on the sixth or seventh day following the commencement of the unit member's workweek.
- 12.2.2 If a "9-80" plan is implemented (that is a plan in which an employee works a total of 80 hours in a 9 day period by working 8 days at 9 hours per day and 1 day at 8 hours per day over two 5-days-per-week periods) overtime will be paid for:
- a) all hours worked in excess of the scheduled 9 hours during the 8 days of the period or of the scheduled 8 hours on the 1 day of the period.
 - b) all hours worked in excess of 80 hours during the two week period.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

12.3 Offering Overtime: Overtime shall be offered to unit members within a department who have filed a notice of availability for overtime in the following order:

- 12.3.1 to unit members within the classification in which the overtime is needed;
- 12.3.2 to unit members whose classifications include similar or related duties to those of the classification in which the overtime is needed;
- 12.3.3 to unit members who are determined by the Supervisor offering the overtime to have the skills required to do the necessary work.

If the overtime work requires the specific skills of a particular classification and no unit member in the classification accepts the overtime, it shall be assigned to the least senior unit member within the classification. If the work does not require the level of skill associated with the specific classification and no one accepts the offered overtime, it shall be assigned to the least senior unit member who has the required skill level to perform the job.

12.4 Overtime Scheduling: Overtime will be offered on a rotating basis to those unit members within a department who have filed a notice of availability for overtime, with the intent being to equalize, as much as possible, the distribution of overtime within the classification.

12.4.1 On July 1 each year the Facilities Services Department shall post a list of names of trades and grounds unit members. The names shall be listed in descending order by date of hire. Each unit member shall initial their name to indicate willingness to accept overtime within classification.

The Department shall offer overtime work to persons on the list who have indicated willingness to do overtime. The Department will proceed through the list in descending order. Acceptance or refusal of a given job shall be counted as an offer. This list shall contain scheduled hours refused and hours worked. This list shall be posted in an open and common area.

The list shall be updated by the 20th of each month for posting. The updated list shall show hours worked or refused and shall include the accumulated hours worked or refused for each unit member. Also, the updated copy will be sent to VESPA.

12.4.2 If a unit member refuses an overtime offer, they will be charged as having refused an offer of overtime and the next senior member shall be offered the overtime work. A list shall be kept by the Department charging overtime to the employee. Only scheduled overtime within the employee's classification shall be considered for the purpose of maintaining this list. Only unit members who have filed a notice of availability shall be placed on this list.

12.4.3 Extra hours required for preparation and/or cleanup for high school stadium events shall be assigned on a rotational basis to unit members of the Grounds Department who have filed a notice of eligibility. It is understood that this will include the classifications of Grounds Maintenance Worker I, Grounds Maintenance Worker II, Lead Grounds Maintenance Worker, Grounds Equipment Operator and Sprinkler Systems Technician.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

12.5 Compensatory Time Off (CTO): Unit members shall have the option to elect to take compensatory time off in lieu of cash compensation for overtime work up to an annual total of 40 regular hours (60 CTO hours at time and one-half); any overtime above the 40 hours (60 hours at time and one-half) may be granted as CTO only with the written approval of the supervisor. Such election shall be submitted in writing to the immediate supervisor within five (5) working days following the day the overtime is worked. Compensatory time off in lieu of cash payment for overtime shall be granted at the rate of time and one-half, while compensatory time off which does not result from overtime shall be paid at the unit member's regular rate. Scheduling of the particular time to be taken off as compensatory time off shall be subject to mutual agreement between the unit member and the supervisor. Supervisors may not unreasonably or arbitrarily prevent a unit member from taking compensatory time. Compensatory time off may be accumulated up to an annual total of 160 regular hours (240 CTO hours at time and one-half) and must be officially recorded in the District's Payroll Office. All CTO hours that have not been used by June 30 of any year shall be paid to the unit member in the form of a cash payment.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 13
TRANSPORTATION

- 13.1 As a result of the unique characteristics of the Transportation department, the following provisions have been developed and apply only to the Transportation department unit members. This article is not intended to preclude application of the remaining articles of the agreement to Transportation department unit members.
- 13.2 Assignment and Regular Hours:
- 13.2.1 The District shall post for bid all bus routes on an annual basis. The routes shall be posted for review on or about August 1 of each year. All routes will be awarded based on seniority, to drivers who are state certified to operate the bus assigned to the route.
- 13.2.2 Seniority for the purposes of this Article shall be the unit member's date of hire as a Bus Driver, adjusted for any period in non-paid status. Ties in seniority shall be broken through a lottery held at the beginning of each fiscal year, prior to the bidding for routes for the new school year.
- 13.2.3 After the initial bidding process, any change which occurs during the year and which increases a bus route by less than one (1) hour shall be made without further bidding of the route.
- 13.2.4 After the initial bidding process, if a change occurs in a bus route of one (1) hour or more the route will be rendered vacant and shall be put up for bid and awarded, based on seniority, to the Bus Driver who has submitted a bid for the route before the bidding deadline. If a Bus Driver is displaced during this process he/she shall continue to bid on resultant openings until he/she is placed. If a Bus Driver is displaced through this process and this displacement results in a decrease in hours, this shall be considered as a layoff as a result of a reduction in hours and the Bus Driver shall have bumping rights as outlined in this contract and as modified in 13.2.5.
- 13.2.5 Bumping rights for Bus Drivers shall be modified to include the fact that a Bus Driver may only bump within a category in which he/she is qualified (i.e. a Bus Driver who is only qualified to drive a conventional vehicle may not bump into a position which requires that he/she drive a transit vehicle).
- 13.2.6 If the Bus Driver does not have an option to bump a less senior Bus Driver in his/her category, the displaced Bus Driver must become certified as qualified to drive the type of vehicle which is assigned to the vacant route within 30 days.
- 13.3 Transportation Field Trip Assignments
- 13.3.1 The Transportation department supervisor shall maintain an ongoing roster of Bus Drivers who have volunteered to drive on field trips and will maintain and post a summation of the accumulated field trip hours of each driver on a weekly basis. The lists will reflect total paid extra hours as a result of field trips. Overtime hours will be listed at 1½ hours for every hour worked. The listing shall be posted on the second business day of the week for all hours turned into the department through the previous Friday at midnight.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

- 13.3.2 In the assignment of field trip extra hours the following conditions shall apply:
- 13.3.2.1 There will be three (3) trip lists. Drivers may sign-up for any of the trip lists, which include the following:
1. Weekday, Monday through Friday trips;
 2. Weekend, Saturday and Sunday trips; and
 3. Holiday, Non-Student days, and the Fall, Winter and Spring break trips.
- If a Bus Driver chooses a special education route during the bidding process, then the Driver acknowledges that they are opting out of participating in the Monday through Friday field trip rotation. However, they will remain eligible for non-conflicting field trips that occur Monday through Friday (i.e. a trip that does not conflict with their regular home-to-school route). The Driver must still volunteer to drive, and the hours will be included on the Monday through Friday field trip board, however, the provisions of section 13.3.2.2 below shall not apply. The Director of Transportation will make every effort to assign trips that do not conflict with the regularly assigned special education route, however, there are no guaranteed assigned Monday through Friday field trip hours to a driver who elects a special education route.
- 13.3.2.2 All Bus Drivers are eligible consistent with the provisions of their California Special Driver Certificate and the notification to the department that they are volunteering to drive for field trips.
- 13.3.2.3 For each roster, trips shall be assigned to the eligible driver having the least chargeable field trip hours on the designated roster. It is the intent of this article that all Bus Drivers who have volunteered for field trips be kept, as nearly as possible, equal in field trip extra hours on each roster. Therefore, trips shall be assigned to the eligible Bus Driver having the least chargeable field trip hours on the designated roster.
- 13.3.2.4 Whenever possible field trips will be assigned forty-eight (48) hours prior to the scheduled departure time of the trip. In the event the supervisor of the Transportation department is unable to provide at least forty-eight (48) hours advance notice to the eligible Bus Driver, refusal to take the trip will not cause the hours to be charged to the refusing driver. If the driver cancels a properly assigned field trip within forty-eight (48) hours of the trip, the driver will be charged for the trip on the eligibility roster.
- 13.3.2.5 Refusal of a properly assigned field trip, for any reason, shall result in the charging of the trip on the eligibility roster to both the refusing Bus Driver and the actual Bus Driver.
- 13.3.3 When it is determined that any of the below criteria exists, the Director of Transportation may authorize the use of buses from a charter service. It is understood that this it to be

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

a rare exception to the rule, and it is the intent of the District to utilize District buses to the greatest extent possible.

- 1) Adult trips.
- 2) For trips where the final destination of the trip is outside of Ventura, Los Angeles, Orange, Santa Barbara or Kern Counties.
- 3) When buses are not capable of handling the equipment and baggage needs of the group requesting transportation services.
- 4) When heat conditions become excessive as determined by the Director of Transportation.
- 5) If home-to-school needs cannot be met or all trips requested cannot be accommodated using district buses.
- 6) When district routing would result in students needing to be dropped off at their destination earlier than requested and it causes students to miss an unreasonable amount of time from their classroom and/or the destination site is unable to accommodate the students' early arrival time.
- 7) District shall notify the Association of its intent to contract out charter buses prior to awarding the contract.

13.4 Transportation Extra Hours Assignments

The Transportation Department supervisor shall maintain and post a summation of the accumulated non-field trip extra hours of each driver on a monthly basis. This list will reflect total paid extra hours. Overtime hours will be listed at 1½ hours for every hour worked. The listing shall be posted on the 5th working day, at the beginning of the month, for all hours turned in to the department through the previous month.

Whenever other extra hours are available, such extra hours shall be offered to a Bus Driver in a regular (permanent or probationary) assignment before the extra hours are offered to an on-call/limited-term Bus Driver.

13.5 If Bus Drivers of Special Education Routes (Van vehicles) are to participate in the rotation of field trips (extra hours) in Transit design buses, those drivers must maintain at least a minimum proficiency with Transit buses for safety purposes. Drivers in this category will insure proficiency is maintained by acquiring not less than 30 minutes of driving time within any 30 calendar day period, or be subject to removal from the Transit Bus Field Trip rotation list.

13.6 When Transportation Services needs to provide additional specialized training to drivers, the training will be offered to interested employees by the District at no cost to the employees.

13.7 Whenever buses are in service the District shall designate an employee to receive calls regarding equipment breakdown. Employees on-call during weekends and/or holidays shall be compensated for 4 hours at their regular rate of pay. If the employees are required to go to work they shall be compensated at time and one half.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

13.8 Drug and Alcohol Testing

13.8.1 All unit members whose jobs require the possession of a Commercial Drivers license shall be subject to periodic, random and reasonable suspicion drug and alcohol testing as proscribed by the Omnibus Transportation Employee Testing Act of 1991. The Ventura Unified School District agrees that such testing shall be in accordance and comply with the requirements, standards and procedures required by the Act (49 CFR Part 40, subparts A, B, C, §§40.1-83) and with established Board policy.

13.8.1.1 The District may, for the purpose of implementing drug and alcohol testing pursuant to this section, enter into a consortium which uses the services of an outside contractor or program administrator, provided the consortium, its contractor(s) or program administrator meet all requirements as set forth in 49 CFR Part 40, subparts A, B, and C.

13.8.2 The District shall provide all unit members subject to the drug and alcohol testing procedures of this Article with annual in-service training on its drug and alcohol policies and procedures, the standards of conduct expected by the District relative to alcohol and drug use, the consequences of testing positive, and testing triggers and procedures, including a unit member's right to representation.

13.8.2.1 In conjunction with the annual training, the District must provide unit members with written information regarding its alcohol and drug testing policies and procedures.

13.8.2.2 The District will provide the Association with notice of and make available to one (1) representative of the Association any training provided to its supervisors regarding the symptoms of alcohol misuse and controlled substance use for purposes of reasonable suspicion testing and any other drug and alcohol test training. Said training will be provided without cost to the Association or its designated representative. The Association will be solely responsible for the designation of the representative participating in the training.

13.8.3 Permanent unit members whose drug and alcohol tests produce confirmed positive results shall be subject to the following consequences:

13.8.3.1 For the first confirmed positive drug test and the first confirmed positive alcohol test where the blood alcohol level is .04 or greater, the unit member shall be removed immediately from his/her job and may be required to attend a substance abuse program as prescribed by the Substance Abuse Professional (S.A.P.). The identity of the program shall be determined by the S.A.P. who is counseling the unit member pursuant to the requirements of the Act. All expenses related to the substance abuse program shall be paid for by the unit member to the extent not otherwise covered by any insurance provisions covering the unit member.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

- 13.8.3.2 A first confirmed positive drug or alcohol test shall result in a mandatory ten (10) working day suspension without pay. Any days beyond that ten (10) day period that the unit member is restricted from returning to work may be covered by any sick leave or vacation time available to the unit member.
- 13.8.3.3 For a first confirmed positive test, a permanent unit member whose alcohol test produces blood alcohol levels greater than .02 but less than .04 shall be immediately removed from his/her job and placed on a mandatory 10-working day suspension without pay and shall have placed in his/her permanent personnel file a letter of reprimand.
- 13.8.3.4 No unit member shall be allowed to return to work after a confirmed positive drug or alcohol test result unless and until a return to work drug or alcohol test yields a negative result.
- 13.8.3.5 For the second confirmed drug or alcohol test result the District shall dismiss the unit member.
- 13.8.3.6 A probationary unit member whose alcohol test produces blood alcohol levels greater than .02 or whose drug test is certified by the Medical Review Officer (MRO) as positive shall be terminated during his/her probationary period.
- 13.8.3.7 A unit member who refuses to submit to a drug or alcohol test (defined as failure to provide adequate breath for testing without a valid medical explanation; failure to provide adequate urine for controlled substances testing without a valid medical explanation; or engaging in conduct that clearly obstructs the testing process) shall be subject to dismissal.
- 13.8.3.8 A permanent unit member who has been drug or alcohol tested as a result of reasonable suspicion shall immediately be placed on paid leave and shall continue in paid status until the MRO certifies the test as either negative or positive. Any compensation due the unit member for the period of leave shall be held pending the certification of the MRO. Upon a negative certification, the unit member who has had a check or portion thereof withheld on a regular payday as a result of this article shall have compensation for the period of leave paid to him/her at the earliest possible time, but not later than five regular work days. Upon a positive certification, the unit member shall forfeit any compensation for the first ten (10) days of the period of leave and may use any available sick leave or vacation time for the remainder of the period of leave and, if this is a second confirmed positive test, shall be terminated.
- 13.8.3.9 Unit members disciplined under the provisions of this article shall be deemed to have been so disciplined for endangering the health and safety of students, themselves and/or other employees and not subject to the progressive discipline process, but shall retain all due process rights.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

13.8.4 The Association and the District mutually recognize and agree that drug and alcohol testing are investigatory proceedings which may subject the unit member to disciplinary action to which the unit member is entitled to representation.

13.8.4.1 Recognizing the unit members' right to privacy as well as the right to representation, the District agrees to provide the Association's representative release time on the day of scheduled testing in order to be available to any unit member who is being tested and who requests the Association's assistance.

13.8.4.1.1 This representative shall be the individual trained as per section 13.8.2.2 above.

13.8.4.2 The District agrees to provide the Medical Review Officer (M.R.O.) the name of the Association representative to provide to any unit member whose test results are positive, along with a written statement of the unit member's right to representation. It is the choice of the unit member and his/her responsibility to contact the Association representative.

13.8.5 All time spent by the Association representative attending the testing of unit members, in meetings/conferences conducted by the MRO, the District or any of its agents shall be considered working time and paid in accordance with the provisions of this contract.

13.9 Extended Year Assignments and Summer Break Field Trips

13.9.1 Extended year assignments are temporary positions established by the Board during the summer break recess period between the regular August to June school year. These extended year assignments are commonly referred to as summer school assignments. The recruitment for extended year Bus Driver assignments is managed by the Classified Human Resources Department. Bus Drivers who wish to work an extended year assignment must submit an application to the Classified Human Resources Department by the deadline established for the recruitment. A list of Drivers who have applied by the deadline will be certified to the Director of Transportation in seniority order. Late applications will be accepted, however the Driver(s) will be placed at the bottom of the list to be certified, based on the date/time the late application was received.

Extended year assignments shall be posted by the Transportation Department around or about the end of the regular school year in June. Routes will be bid on by the list of Drivers, in the order certified by the Classified Human Resources Department. Once a route is awarded it shall not be rebid for the duration of the extended year session.

13.9.2 Bus Drivers who would like to volunteer to drive field trips during the summer break must sign-up and apply through the Classified Human Resources Department during the recruitment period for extended year assignments. A list of Drivers who have chosen to participate will be certified to the Director of Transportation. Summer break field trips will be assigned by the Transportation Department in accordance with section 13.3 above.

13.10 Bus Drivers may hold more than one position within the District provided the daily schedule of the second position does not conflict with the Bus Driver's daily schedule. If a bus driver holds another job within the district, on days when student conferences cause a conflict with the driver's regular route, the driver will be released from the second job for those conference days.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 14
FRINGE BENEFITS OF PART-TIME UNIT MEMBERS

14.1 Fringe benefits for part-time unit members shall be prorated according to Education Code Section 45136 as follows:

Section 45136. Benefits of probationary and permanent part-time classified employees.

All probationary and permanent part-time classified employees shall be entitled to sick leave, and all other benefits conferred by law on classified employees. Part-time employees shall be entitled to all leaves and benefits granted by the governing board to a majority of the regular full-time employees in the classified service of the district or to regular full-time employees in the same classified positions or general class of positions; but such leaves and benefits may be prorated in the same ratio as the regular work hours per day, days per week, weeks per month, or months per year of such part-time employees bear to eight hours per day, 40 hours per calendar week, four calendar weeks per month, or 12 calendar months during the school year.

Except for prorating benefits for part-time employees as herein authorized, the governing board shall provide at least the same benefits for all regular employees in the classified service as it provides for the majority of such employees.

Nothing in this section shall be construed to prohibit the granting of additional benefits for some employees in recognition of nature of work, level of classification, or length of service.

This section shall not apply to employees properly designated as substitute, short-term, or limited-term employees, as defined in Sections 45103 and 45286 of this code, unless such employees are specifically included by a governing board, or by a personnel commission for those districts included under the provisions of Article 6 (commencing with Section 45240) of this chapter.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

This section shall not apply to those benefits authorized under the provisions of Article 1 (commencing with Section 53200) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. (Enacted by Stats. 1976, Ch. 1010.)

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 15
SHIFT DIFFERENTIAL

- 15.1 Any unit member who works 50% or more of their regular shift after 5:00 p.m. shall be paid a shift differential premium of 2.9% of their base salary.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 16
CONTRACTING OUT

16.1 Work Preservation: There shall be no subcontracting or transferring out of the bargaining unit work which has been or could be traditionally or customarily performed by unit members except for major projects, emergencies or as provided under Education Code Section 45103.1.

Definition of Emergency: a situation that is life-threatening, or causes imminent property damage, or the magnitude of the situation rises to the level that surpasses the ability for in-house resources to remedy it.

16.2 In the event of a non-emergency, the District shall follow the following protocols:

16.2.1 Prior to contracting out, in-house qualified employees must first be offered the assignment.

16.2.1.1 Employees will be called and texted on their VUSD cellular work phone 3 times, with 5 minutes between each attempt, and will be given 15 minutes from the last call/text to respond (with the exception of during a lunch break).

16.2.2 Each employee who is qualified to complete the assignment, will be contacted as outlined in 16.2.1.1 above prior to contracting out. If the employee does not respond in the allotted amount of time or declines the assignment, outside contracting may occur.

16.2.3 Employees who are on sick leave, personal leave, or vacation will not be contacted for additional assignments.

16.3 Authority to Contract Out

16.3.1 Management (i.e., directors, managers, supervisors, coordinators) employees who are not bargaining unit members, are the only employees that hold the authority to decide to hire outside contractors.

16.3.2 Management shall follow the above guidelines prior to contacting an outside contractor.

16.3.3 Once management has made the decision to hire an outside contractor, management can delegate the actual calling of the outside contractor to a bargaining unit member.

16.4 Grievance: In the event the Association deems a violation of this article has taken place any grievance filed shall be accorded priority status for filing at Level III of the Grievance procedure. If the issue goes to binding arbitration, the District and Association will ask for expedited arbitration.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 17
UNSCHEDULED CALL TO WORK

- 17.1 Minimum Call In Time: Any unit member called in to work on a day when the unit member is not scheduled to work shall receive a minimum of two (2) hours pay at their hourly rate as contained in the Agreement.
- 17.2 Call Back Time: Any unit member called back to work after having completed their regular shift for the day shall be compensated for at least two (2) hours. The two (2) hour provision does not apply to extensions of shifts prior to departure of the unit member. If the total hours worked for the day exceed eight (8) hours, the extra hours worked shall be considered as overtime and paid at time and one-half.
- 17.3 When such call-back time has been scheduled in advance, a unit member called back to work shall be assigned duties within the unit member's classification for the two hours for which they are being paid.
- 17.4 Minimum Compensation for On-Call Designation: Whenever a unit member is designated as the primary on-call employee they shall receive the equivalent of a minimum of 2 hours of pay at their regular rate of pay. If the unit member does not receive a call, the compensation shall be paid as a stipend for that day. If the unit member does receive a call, compensation shall be according to section 17.2. The intent of this article is to provide a minimum of the equivalent of 2 hours of pay at the unit member's regular rate for any day they are designated as the primary on-call employee. Any overtime earned or refused by a unit member resulting from being the primary on-call person, or another employee being called into work by the District in any on-call emergency situation, shall not be considered as overtime earned or refused, as per article and section 12.4/12.4.2.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 18
WORKING OUT OF CLASSIFICATION

- 18.1 A unit member who is assigned duties not a part of their classification and which are of a higher level of responsibility for a period of at least the unit member's full shift in the higher classification will have their salary adjusted as follows:
- 18.1.1 To the first step of the salary range of the higher classification which provides the unit member with at least a 5.7% increase for the entire period they are required to work out of classification. A unit member may receive less than a 5.7% increase if the top step of the higher classification's salary range is less than 5.7% above the unit member's regular salary. In that instance the unit member shall be placed at the top step and shall not be entitled to further compensation.
 - 18.1.2 "Regular rate of pay" for purposes of this section shall refer to the salary range and step of the unit member exclusive of any differentials applied to that rate. Any differentials will be applied to the out of class rate of pay in the same manner as they are applied to the regular rate of pay.
 - 18.1.3 Selection of employees for out of classification assignments shall be based on the skills of the employee to perform the duties of the higher level position as determined by the supervisor. An interest form will be generated annually by the department/site administrator/director in order for members to express interest in working out of class opportunities by September 1st of every year and provided throughout the year for department/site new hires. When there are more than three bargaining unit members who have the requisite skills for the job and who have expressed an interest in the assignment, the assignment shall be made from the three most senior bargaining unit members.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 19
LAYOFF, REEMPLOYMENT, AND EFFECTS RELATED THERETO

19.1 Layoff

19.1.1 Definition: Layoff as used herein shall refer to reduction in assigned time or work year, and separations due to, a) reclassification of position(s), b) elimination of position(s)/class(es), or c) reorganization of services.

Prior to reduction in hours or work year, the parties shall meet to negotiate alternatives to the District's decision to reduce hours or work year.

19.1.2 Reason for Layoff: Layoff shall occur for lack of work or lack of funds as determined by the District, or any additional reason designated by the Legislature.

19.1.3 Notice of Layoff: Any layoff shall take place upon sixty (60) days written notice except as otherwise provided by the Education Code.

Any notice of layoff shall specify the reason for layoff, the identity by name and classification of the unit member designated by layoff, and reemployment rights.

19.1.4 Negotiation:

19.1.4.1 Following notice of layoff as provided herein above, the Association and the District shall meet to review the layoffs and to determine the order of layoff within the provisions of the Agreement and Education Code.

19.1.4.2 The District shall supply the Association with a seniority list, a layoff list and a statement of the bumping rights of the unit members on the list.

19.1.4.3 The District agrees to consult concerning the redistribution of workload.

19.1.5 Order of Layoff: Whenever a unit member is laid off, the order of layoff within the class shall be determined by seniority in the class and higher classes; the unit member who has been employed the shortest time in the class plus higher classes shall be laid off first.

Seniority shall be based on the date of hire in the classification and shall include time in any higher classification.

Ties in seniority shall be determined by lot.

19.1.6 Equal Seniority: If two or more unit members subject to layoff have equal class seniority, the layoff determination shall be made by lot.

19.1.7 Voluntary Demotions: Unit members who wish voluntary demotions in lieu of layoff to classes not previously held may be voluntarily demoted to vacant positions for which they qualify, consistent with the provisions of this Agreement and with the approval of the

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

Director of Classified Human Resources acting for the Personnel Commission regarding the relatedness of the classifications.

The District will notify the Association prior to having discussions with a bargaining unit member regarding any type of voluntary demotion or reduction.

19.1.8

Bumping Rights:

19.1.8.1

A unit member laid off from their present class may bump into a position in the same class if they hold more seniority than another unit member in the same class. The unit member's placement shall be determined by bumping:

- a) The least senior unit member with the same number of hours per day.
- b) The least senior unit member with the next existing greater number of hours per day.
- c) The least senior unit member with the next existing fewer number of hours per day.
- d) The least senior unit member with the same number of days per year.
- e) The least senior unit member with the next existing greater number of days per year.
- f) The least senior unit member with the next existing fewer number of days per year.

The unit member shall be placed in the first position for which they qualify in the a,b,c,d,e,f sequence above.

19.1.8.2

If no such positions exist, the unit member may, in lieu of layoff, bump into the next lower class in which the unit member has previously served and in which the laid off unit member has greater seniority.

19.2 Reemployment

19.2.1

Order of Reemployment: Reemployment shall be in the reverse order of layoff.

19.2.2

Replacement: When there is an existing layoff reemployment list, any existent classified bargaining unit positions that were eliminated due to lack of funds or lack of work shall not subsequently be filled by limited term or provisional employees, volunteers, or work experience students. When the duties assigned to an eliminated position must reasonably be reassigned to another unit member, the Supervisor shall meet with the unit member to discuss the changes to their assigned duties and set priorities to ensure that the workload assigned can reasonably be accomplished within the unit member's assigned schedule.

19.2.3

Filling Vacancies: When there has been a layoff, and a layoff reemployment list exists, vacancies within the class or classes from which the layoffs occurred shall be filled in the following order: 1) transfer; 2) layoff reemployment list; 3) employment eligibility lists.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

It is the intent of the parties that unit members shall not have their work year increased in a manner that circumvents this Article. It is understood, however, that legitimate overtime and/or emergency needs may be met without regard to Section 19.2.2.

- 19.2.4 Reemployment Rights: Reemployment rights will be handled according to Education Code Section 45298 which is included for reference as Appendix C and Personnel Commission rule.
- 19.2.5 Notification of Reemployment: A unit member who is laid off and is subsequently eligible for reemployment shall be notified by certified mail by the District.
- 19.2.6 Unit Member Notification to the District: A unit member shall notify the District by telephone or in writing of their intent to accept or refuse employment within five (5) working days following receipt of the reemployment notice. Failure by the unit member to tender the notice to the District within five (5) days, as provided for herein, shall be deemed a refusal of the employment by said unit member. The laid-off unit member will relinquish their position on the list and will be considered to have voluntarily resigned after declining two offers of employment in the same classification, at the same number of hours per day and days per year as the assignment of the unit member prior to the layoff.
- 19.2.7 Reinstatement after Resignation: Reinstatement of a unit member after resignation per 19.2.6 above will be handled according to Education Code Section 45309 which is included for reference as Appendix D and applicable Personnel Commission rule.
- 19.2.8 Work as Substitute: Unit members who are laid off shall be permitted to serve in classifications from which they were laid off as limited term/substitute employees in the absence of a qualified incumbent, provided the laid off unit member notifies the District of their desire to be placed on a substitute list.
- 19.3 Effects
- 19.3.1 Any unit member who the Association and the District agree has been improperly laid off shall be reemployed upon such determination of the error and shall be reimbursed for all loss of salary and benefits retroactive to the effective date of the original layoff action.
- 19.3.2 Health and Welfare Benefits: For layoffs and reductions in assigned time of unit members, the District shall continue the health benefit package existing on the effective date of layoff for the remainder of the month in which layoff occurs, plus the month following the month in which the layoff occurs.
- 19.3.3 Waiver: Except as provided herein, the District and the Association each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter related to layoff actions, and effects related thereto, during the terms of the current agreement, when such subject or matter may not have been within the knowledge or contemplation of either or both the parties at the time they negotiated the current agreement.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

19.3.4 Grievability: The District and the Association agree that alleged violations of 19.1.1 and 19.1.2 above shall not be subject to Article 37, Grievance. It is understood that the Association has the right to grieve the procedure for notification and processing of layoffs but that Management has the right to identify the need for layoff and the reasons for layoff and these items are not grievable.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 20
TOTAL COMPENSATION

20.1 Application The VESPA compensation for the 2019-20 school year and calibration of the schedule for 2021-21 and 2021-22 school years; and the District contributions for health, dental and vision insurance for unit members for the 2019-20 school year.

20.1.1 Recalibrate salary schedule per attached proposal

	Effective Jul 1 2019	Effective Jul 1 2020	Effective Jul 1 2021	*Number of FTEs
Apply Increase to All	0.50%	0.50%	0.50%	647.3
In addition to the 0.5% above the ranges below will have additional increases				
Calibration at Ranges	2019/20	2020/21	2021/22	
150 to 165	4.40%	4.40%	4.40%	51.4
170 to 185	3.50%	3.50%	3.50%	173.5
190 to 205	2.70%	2.70%	2.70%	132.2
210 to 225	1.00%	1.00%	1.00%	166.7

Move Noon Duty from Range 140 to 150 (20.7 FTEs)

Move CNA I from Range 155 to 160 (30.8 FTEs)

Move CNA II from Range 170 to 175 (6.9 FTEs)

Move Campus Supervisors from Range 165 to 185 (15.5 FTEs)

*FTEs = Full Time Equivalents.

- Upon finalization of the tiers for the Paraeducators, all affected paraeducators will receive the increase based on their new placement on the salary schedule retro to July 1, 2019.
- The three year salary calibration does not preclude VESPA and VUEA meeting in future years to negotiate salary and/or other contract articles as would normally occur in the negotiations process.
- Effective July 1, 2019, create a 16.56% longevity increment for bargaining unit members who achieve 29 years of service
- One time \$500 off salary schedule bonus for 2019-2020 school year to all members not benefiting from the salary calibrations (ranges 230 through 360). Ranges 140 through 225 will be receiving retro salary adjustment payments estimated to be between \$300 and \$700.

20.1.2 Step advancement on the salary schedule will be funded for the 2019-20 school year, which is equal to approximately 1.42% of total VESPA salary cost; \$378,878 for the 2019-20 school year. (See Salary Schedule in Appendix E).

20.1.3 The District's contribution to the cost of employee Health and Welfare benefits for full time employees shall be increased by \$288 (approximately 1.8%). The 2019-20 contribution agreement of \$16,032 will increase to \$16,320. (There will be no employee contribution

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

to Health and Welfare benefits for the 2019-20 school year for full time employees). Any future year change to the District contribution must be agreed upon by each party.

20.1.4 The District's contribution to employee's retirement (CalPERS) has increased by 1.66%, a cost of \$510,263 for the 2019-20 school year.

20.1.5 2020/21

- The District contribution to the cost of employee Health & Welfare benefits for full time employees increased from \$16,320 (2019/20) to \$18,288 for the 2020/21 school year.
- In addition, the District will continue to fund step advancement which is equal to approximately .8% of total VESPA salary cost.

20.1.6 2021/22

- 2.00% off schedule bonus paid by October 10, 2021 to bargaining unit members employed as of September 30, 2021. (If a bargaining unit member holds an active position as of September 30, 2021, and their work calendar doesn't start until after September 30, 2021, they will also be eligible for this bonus.)
- 2.00% on-schedule effective July 1, 2021.
- The District will balance the Classified Represented & Confidential Salary Schedule per the previously bargained recalibration to maintain the salary range grading.
- The District contribution to the cost of employee Health & Welfare benefits for full time employees will maintain at \$18,288 for the 2021/22 school year.
- In addition, the District will continue to fund step advancement which is equal to approximately .8% of total VESPA salary cost.

20.2 Health and Welfare Benefits Eligibility:

20.2.1 Unit members shall receive health and welfare benefits based on the following prorating of eligibility for the fringe benefit package:

Benefit schedule for regular, permanent unit members:

20.2.1.1 20.00 hours a week to 29.99 hours a week, the district will pay 50% of the highest level of benefits.

20.2.1.2 30.00 hours a week to 39.99 hours a week, the district will pay 75% of the highest level of benefits.

20.2.1.3 40.00 hours a week, the district will pay 100% of the highest level of benefits.

20.2.1.4 Unit members who work less than 4.00 hours per day will not receive any district paid health and welfare benefits.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

Flexible Scheduling:

- 20.2.1.5 The district will assign hours on an average-a-day basis. For example, the district will assign 4.00 hours a day for a 20.00 hours a week unit member.
- 20.2.1.6 If the unit member and supervisor mutually agree, the 20.00 hours may be distributed in flexible pattern. For example, the 20.00 hours could be assigned as 5.00 hours a day for two days, 6.00 hours a day for one day, and 4.00 hours a day for one day.
- 20.2.1.7 Once the unit member and supervisor agree to a particular schedule, that schedule shall remain in force for the remainder of the year unless the unit member and supervisor mutually agree to change the schedule.
- 20.2.1.8 Except in case of a layoff situation, the total weekly hours will not be reduced for the school year.
- 20.2.2 Unit members will be grandfathered for health and welfare benefits eligibility at the level consistent with the contract under which they were hired. For example: a unit member hired prior to March 1, 1992 and who has a regular, permanent assignment of 4.00-5.99 hours per day will continue eligibility at the level of 67% of the District paid level for full time employees and a unit member with regular, permanent assignment(s) of 6.0 or more hours per day will continue eligibility at 100% of the district paid level for full time assignments.
- 20.2.3 When a unit member makes a change in hours, the eligibility levels in section 20.2.1 will apply, unless an increase in hours would result in a decrease in benefits eligibility (i.e., a unit member working 6.0 hours per day and receiving benefits at the 100% level who moves to a 7.0 hour position would not drop in benefits eligibility from 100% to 75%, but would remain at the 100% level). Examples include: a unit member hired prior to March 1, 1992, and who has regular, permanent assignment(s) totaling 4.0 hours will continue to receive benefits at the 67% level, but if that same unit member moves into a regular, permanent assignment at 6.0 hours, on or after March 1, 1992, that unit member will be eligible for benefits at the 75% level, not the 100% level.
- 20.2.4 Positions identified as "limited term" do not accrue benefits. For example, a unit member who is currently assigned to a regular, permanent 3.0 hour position who also is working in a limited term 3.0 hour position, does not qualify for a benefit level assigned to an employee with 6 hours. Benefit eligibility is determined by the total number of hours an employee works in (a) regular, permanent assignment(s).
- 20.2.5 The one exception to the above general guidelines for determining levels of benefits coverage will be the Bus Drivers in the Transportation Department. As Bus Drivers are required to re-bid for routes on a yearly basis, if a Bus Driver is put into a position where they would be required, under the seniority bidding system, to accept a bus route which is less hours than would be needed to maintain the Bus Drivers' existing benefits level, then the Bus Driver would not be reduced in benefits level. However, if the Bus Driver would have been able to be assigned to a route, based on their seniority, at or above the minimum number of hours required to maintain their existing benefits level and chose to bid on a route with fewer hours, it will be considered as a voluntary reduction in hours and the Bus Driver's benefits level will be reduced accordingly.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

- 20.2.6 For purposes of this Article, a position is to be defined as a specific, individual assignment with a specific number of assigned hours per day and days per year and identified in the Classified Human Resources Position Control system with a unique position number. For example, the District may determine that a full day special education class needs to be covered by 5.5 hours of Paraeducator time, but may choose to define that time into two separate positions, for example, one at 3.0 hours per day and one at 2.5 hours per day. Under this circumstance, the 5.5 hours of assigned time would be considered as two separate positions and not one 5.5 hour position.
- 20.2.7 The District shall maintain the right to establish or revise the number of hours for positions as it feels is appropriate and this may be below the threshold for benefits coverage.
- 20.3 Health and Welfare Benefits for Retired Employees
- 20.3.1 Unit members who, as of June 30, 1993, were eligible under the 1992-95 contract to receive deferred compensation payments after retirement and who retire from the Ventura Unified School District under PERS will receive deferred compensation at \$1,500 for each year of service, plus one, not to exceed 30 years based upon the unit member's years of service and their benefits level as of June 30, 1993.
- The deferred compensation amount will be paid annually over a 5-year period, according to Appendix F, upon the unit member's retirement from the Ventura Unified School District. Any unpaid installments of the deferred compensation plan shall be paid to the unit member's beneficiary in the event of the death of the unit member.
- 20.3.2 Eligible unit members are unit members who qualified for benefits as of June 30, 1993. Disability retirement under PERS, after at least five (5) years service credit in the District, will be treated as regular service retirement.
- 20.4 The District will implement an IRS Section 125 plan for bargaining unit members.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 21
TAX SHELTER ANNUITIES

21.1 Unit members will be allowed to participate in tax shelter annuity plans as provided for by law.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 22
HOLIDAYS

22.1 Unit members shall be entitled to the paid holidays as listed below provided they are in paid status during the working day immediately preceding or succeeding the holiday.

Independence Day
Labor Day
Veteran's Day
Thanksgiving and day after
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
Martin Luther King Day
Lincoln's Day
Washington's Day
Spring Vacation Day
Memorial Day
December 26 (Board Holiday)

22.2 Unit members who are not normally assigned to duty during the holidays of Christmas Eve, Christmas, December 26, New Year's Eve, New Year's Day, and Spring Vacation Day shall be paid for those holidays providing they were in paid status during the workday of their normal assignment immediately preceding or succeeding the holiday period.

22.3 When a holiday listed falls on Sunday, the following workday not a holiday shall be deemed to be the holiday in lieu of the day observed. When a holiday listed falls on Saturday, the preceding workday not a holiday shall be deemed to be the holiday in lieu of the day observed. When a unit member is required to work on a paid holiday they shall be paid for such work in addition to regular pay received for the holiday at the rate of time and one-half the unit member's regular rate of pay.

22.4 Every day declared by the President or Governor of this state as a public fast, thanksgiving, or holiday or any day declared a holiday by the District, (i.e., Governing Board) shall be a paid holiday for all unit members who would otherwise have been scheduled to work.

22.5 The District shall adopt a holiday calendar annually.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 23
VACATION

- 23.1 Any unit member whose compensation is fixed by the month, and is employed on a twelve (12) month basis, shall earn annual vacation based on time in paid status in accordance with the following schedule:
- 23.1.1 Probationary unit member, date-of-hire to 6 months
1 working day per month and in accordance with California Education Code §45197 and Personnel Commission Rules & Regulations, Chapter 140 - Vacations
 - 23.1.2 Permanent unit member, first four (4) years
1 working day per month up to a total of twelve (12) working days per year, including time spent employed as a probationary unit member.
 - 23.1.3 Permanent unit member, upon completion of 4 years to 9 years, inclusive
1.25 working days per month up to a total of fifteen (15) working days per year.
 - 23.1.4 Permanent unit member, upon completion of 9 years to 14 years, inclusive
1.42 working days per month up to a total of seventeen (17) working days per year.
 - 23.1.5 Permanent unit member, upon completion of 14 years to 19 years, inclusive
1.67 working days per month up to a total of twenty (20) working days per year.
 - 23.1.6 Permanent unit member, upon completion of 19 years
1.75 working days per month up to a total of twenty-one (21) working days per year.
- 23.2 Earned vacation shall be taken during the year earned or within the twelve (12) month period following the year in which it was earned except as noted hereafter.
- 23.3 Hourly unit members and all other unit members who work less than twelve (12) months shall be entitled to a prorated share of the vacation benefits outlined above, proportionate to the time in paid status, and the vacation shall be taken within the year earned or paid for at the end of the year.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

- 23.4 A unit member may set their vacation schedule provided that such schedule will not seriously jeopardize District operations. When there are more requests for a particular time than can be granted, assignment will be made on the basis of seniority in the district. Vacations may be taken as earned when this is convenient and meets with the approval of the school principal or immediate supervisor. (Example: Vacation time during Winter, Spring, Intersessions/Breaks.) Supervisors must approve or deny a unit member's vacation request within ten (10) days after a deadline for submission of the request or, in the absence of such a deadline, within ten (10) days after the submission of the written request. In no case, may a supervisor deny a vacation request for arbitrary, capricious or discriminatory reasons.
- 23.5 A unit member's anniversary date shall be used to determine the level of vacation which is earned per section 23.1.
- 23.6 Upon separation from the District, a unit member shall be paid for accumulated vacation credit, at the rate of pay applicable to the unit member's last regular assignment, no later than the last working day of the month following the date the employee's final, regular paycheck was issued.
- 23.7 If the separated unit member has worked half or more of the District scheduled workdays in the month in which the unit member terminates, they shall be entitled to vacation pay for that month. Less than half a month will not entitle a unit member to additional vacation in that month. Unit members working less than full time, twelve (12) months earn vacation on an hourly basis.
- 23.8 Vacation carryover credit may be accumulated to a total not exceeding five (5) days, except upon recommendation by the supervisor and approval of the Personnel Commission.
- 23.9 The rate at which vacation is paid shall be the unit member's current rate. A unit member whose vacation is earned and begun under a given status shall suffer no loss of earned credit by reason of subsequent changes in conditions of employment during that vacation.
- 23.10 When a unit member has accumulated the maximum, allowable vacation credit and when a critical emergency prevents the unit member being off duty, the nature and duration of the emergency shall be reported to the Personnel Commission. The Commission may authorize payment in lieu of vacation earned above the maximum or may permit the accumulation of excess vacation credit for the duration of the emergency.
- 23.11 Any unit member who has one (1) or more years of service and who commences their prescribed vacation period and subsequently becomes ill or bereaved before the vacation period has been completed, shall be placed on sick or bereavement leave under the following conditions:
- 23.11.1 If the illness or bereavement is such that had the unit member been working they would have been absent on sick or bereavement leave.
- 23.11.2 If the unit member, normally, is required to return to duty immediately following the vacation period.
- 23.11.3 If the request is filed with the District within two (2) weeks of the illness or bereavement or within, at the latest, one (1) week of returning to duty unless extraordinary extenuating circumstances exist which prevent such filing.
- 23.11.4 If the filed request fully outlines the reasons for the request and is fully substantiated to include medical reports in the case of illness.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

- 23.12 When all or part of a unit member's vacation is to be converted to illness or bereavement leave, the appropriate vacation credit shall be restored to the unit member's earned vacation balance.
- 23.13 When an authorized paid holiday occurs during a unit member's vacation, that day shall not be counted as a vacation day.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 24
BEREAVEMENT LEAVE

- 24.1 Unit members shall be granted a leave of absence not to exceed five (5) working days of full pay for each instance when absence is occasioned by reasons of death in the immediate family of such unit member. If the travel necessitated by the death is beyond 400 miles one way, six (6) working days shall be granted.
- 24.2 The immediate family is defined as mother, father, grandmother, grandfather, grandchild, great-grandmother, great-grandfather, or a great-grandchild of the unit member or the spouse or the domestic partner of the unit member, son, son-in-law, daughter, daughter-in-law, brother or sister of the unit member, or the unit member's spouse, or anyone with a similar relationship to the domestic partner of the unit member, or any relative of the employee or the employee's spouse or domestic partner who resides in the household of the employee. Upon request of the District, the bargaining unit member shall provide proof of the relative's residence in the bargaining unit member's household. For the purpose identifying an immediate family relationship, a domestic partnership shall be defined as partnership officially registered with the Office of the Secretary of State of the State of California and a copy of such registry must be on file in the unit member's permanent file in the Classified Human Resources office.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 25
JURY DUTY AND WITNESS LEAVE

- 25.1 Leave of absence for jury service shall be granted to any unit members who have been officially summoned to jury duty, during their assigned working hours, in local, state, or federal court. Leave shall be granted for the period of the jury service. The unit member shall receive full pay while on leave provided that the jury service fee for such leave is assigned to and the subpoena or court certification is filed with the District. Request for jury service leave should be made by presenting the official court summons to jury service to the unit member's supervisor.
- 25.2 Leave of absence to serve as a witness in a court case shall be granted a unit member when they have been served a subpoena to appear as a witness, not as the litigant in the case. The length of the leave granted shall be for the number of days in attendance in court as certified by the clerk or other authorized officer of the court. The unit member shall receive full pay during the leave period, provided that the witness fee for such leave of absence is assigned to and the subpoena or court certification is filed with the District. Request for leave of absence to serve as a witness should be made by presenting the official court summons to the unit member's immediate supervisor.
- 25.3 The jury service fee and witness fee referred to in 25.1 and in 25.2 respectively, do not include reimbursement for transportation expenses.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 26
MILITARY LEAVE

- 26.1 Military leave of absence shall be granted and compensated in accordance with the Military and Veterans Code.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 27
SICK LEAVE

- 27.1 Sick leave is authorized absence of a unit member because of illness or injury or exposure to contagious disease.
- 27.1.1 A unit member (probationary or permanent) shall earn paid sick leave in accordance with the provisions of Education Code Section 45191 (i.e. 12 days per fiscal year for an employee who works 5 days per week, 12-months per year - or that proportion of 12 days for employees who work less than 5 days per week and/or 12-months per year.). Unused sick leave may be accumulated without limit. Employees in CalPERS and in accordance with current CalPERS rules and regulations may have the ability to convert their unused sick leave into CalPERS service credit for retirement purposes with CalPERS.
- 27.1.2 At the beginning of each fiscal year, the sick leave "bank" of the unit member shall be increased by the number of days of paid sick leave which the unit member would normally earn in the ensuing fiscal year. A unit member's sick leave "bank" shall be adjusted if a change of assignment alters the amount of sick leave earnable.
- 27.1.3 Sick leave may be taken at any time, provided that unit members may use only six days of paid sick leave during their initial probationary period.
- 27.1.4 Treatments, examinations for diagnostic purposes, and other absences definitely related to health shall be available as sick leave when such treatments or examinations must be made during the work day.
- 27.1.5 With the approval of the Director of Classified Human Resources, a unit member may use any accrued sick leave for the illness of an immediate family member as defined in Section 24.2 with a written statement from the ill family member's doctor stating the presence of the unit member is necessary.
- 27.1.6 Pay for any day of sick leave shall be the same pay the unit member would have received if they had worked that day, except as provided by Education Code Section 45137 for part-time personnel.
- 27.1.7 In order to receive compensation while absent on sick leave, the unit member must report the absence prior to the first working hour of each day absent, unless conditions make the notification impossible or unless the unit member specifies an exact number of days they will be absent when initially reporting the absence. The burden of proof of impossible conditions shall be upon the unit member. Unit members or their designees shall report absences utilizing the system in place for the unit member's specific job category. The unit member shall be provided with the appropriate method for calling in absence by their supervisor.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

- 27.1.8 At least one (1) day prior to a unit member's expected return to work, the unit member shall notify their supervisor in order that any substitute employee may be released. If the unit member fails to notify their supervisor and both the unit member and the substitute report, the substitute is entitled to the assignment, and the unit member shall not receive pay for that day.
- 27.1.9 A unit member absent for five (5) consecutive working days or more (including any portion thereof) shall be required to present a doctor's statement stating the nature of the illness or injury and the date the unit member is able to return to work.
- 27.1.10 The District may require a doctor's statement for any illness absence of two or more consecutive days under the following conditions:
- 27.1.10.1 the unit member has used Sick Leave, including Personal Necessity Leave, in excess of one (1) day a month during the immediately preceding one (1) through twelve (12) months; and
- 27.1.10.2 the unit member has used Sick Leave, including Personal Necessity Leave, in excess of one (1) day a month during the immediately preceding thirteen (13) through twenty-four (24) months; and
- 27.1.10.3 The unit member has accrued less than twenty days of sick leave.
- 27.2 CATASTROPHIC SICK LEAVE BANK CREATION AND ADMINISTRATION:
- 27.2.1 The Association and the District agree to create a Catastrophic Sick Leave Bank effective July 1, 1993. The Catastrophic Sick Leave Bank shall be funded in accordance with the terms of section 27.3 below.
- 27.2.1.1 The intent of the Catastrophic Sick Leave Bank is to provide additional coverage for bargaining unit members who have suffered a catastrophic illness or injury.
- 27.2.1.2 "Catastrophic Sick Leave" applies to an illness or injury that is expected to incapacitate an employee or an employee's child, parent or spouse, for an extended period of time, which must be for a minimum period of 30 consecutive calendar days, as deemed by the employee's healthcare provider. A bargaining unit member may use catastrophic sick leave on an intermittent basis, as deemed appropriate by the Catastrophic Sick Leave Bank Committee.
- 27.2.2 Hours in the Catastrophic Sick Leave Bank shall accumulate from year to year.
- 27.2.3 Hours shall be contributed to the Bank and withdrawn from the Bank without regard to the daily rate of pay of the Catastrophic Sick Leave Bank participant.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

- 27.2.4 The Catastrophic Sick Leave Bank shall be administered by a Catastrophic Sick Leave Bank Committee. The committee shall consist of two representatives appointed by the president of the Association and two representatives appointed by the District. This committee shall have the responsibility of maintaining the records of the Catastrophic Sick Leave Bank, receiving draw requests, verifying the validity of requests, approving or denying the requests, and communicating its decisions to the participants, and the District Classified Human Resources and Payroll departments. The committee shall have the responsibility of establishing and maintaining a standard set of correspondence for the above purposes.
- 27.2.5 The committee's authority shall be limited to administration and the committee shall approve all properly submitted requests complying with the terms of this article. Draws may not be denied on the basis of the type of illness or disability.
- 27.2.6 After the unit member has been in an excess sick leave (50% pay) status for twenty (20) consecutive working days, the Catastrophic Sick Leave Bank Committee may add to the 50% pay to guarantee the unit member full pay provided the unit member has exhausted all other available paid leave for which they are eligible. Such addition shall begin no sooner than the 21st consecutive work day of excess sick leave. Grants from the Catastrophic Sick Leave Bank may extend beyond the period covered by excess sick leave.
- Catastrophic sick leave may be used concurrently with the "excessive sick leave" to equal full paid days, or after all accrued leave has been exhausted in one of the following manners:
- A. It can be used for up to eighty (80) days at half pay.
 - B. It can be used for up to forty (40) fully paid days.
- 27.2.7 A draw from the Catastrophic Sick Leave Bank may not be used for illness or disabilities which qualify the participant for Worker's Compensation benefits.
- 27.2.8 A draw from the Catastrophic Sick Leave Bank may not be used for absence related to pregnancy.
- 27.2.9 Draws from the Catastrophic Sick Leave Bank pursuant to Sections 27.2.6 and 27.2.7 shall be approved only for unit members who are active participants of the Catastrophic Sick Leave Bank and who submit an official request for draw to the Catastrophic Sick Leave Bank Committee.
- 27.2.10 Once a unit member has been granted a draw from the Catastrophic Sick Leave Bank for a qualifying event, they will not be eligible for another draw from the Catastrophic Sick Leave Bank for a new qualifying event until one (1) year has elapsed since the end of the previous draw.
- 27.2.11 By December 5 of each school year, the Business Office shall notify the committee of the following:
- 27.2.11.1 The total number of hours accumulated in the Bank on June 30 of the previous school year.
 - 27.2.11.2 The total number of hours contributed by unit members for the current year.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

- 27.2.11.3 The names of participating unit members.
- 27.2.12 If the Catastrophic Sick Leave Bank is terminated for any reason, the hours remaining in the Catastrophic Sick Leave Bank shall be forfeited to the District (E.C. 44043.5)
- 27.3 CATASTROPHIC SICK LEAVE BANK - ELIGIBILITY AND CONTRIBUTIONS:
- 27.3.1 All Classified employees (including Classified confidential and management) who have achieved permanent status with the Ventura Unified School District and who are on active duty with the district are eligible to contribute to and draw on the Catastrophic Sick Leave Bank. New employees must complete and properly file a participation form within thirty (30) calendar days of achieving permanent status in order to be eligible for participation for the remainder of the eligibility year.
- 27.3.2 Participation is voluntary, but requires contribution to the Bank. Only contributors will be permitted to draw from the Bank.
- 27.3.3 Unit members may elect to join or cancel participation in the Bank once each year. The eligibility year for purposes of this article begins on October 1 and ends on September 30.
- 27.3.3.1 Unit members must sign up by September 30 of the year they are going to enroll in the Bank.
- 27.3.3.2 For new enrollees, the unit member must have regular sick leave time available to contribute by September 30 in order to be eligible to participate starting October 1.
- 27.3.3.3 Once the unit member has completed the necessary enrollment form, the unit member shall remain a member of the Catastrophic Sick Leave Bank until such time as they complete the necessary form to cancel participation in the Catastrophic Sick Leave Bank.
- 27.3.4 The annual rate of contribution by each participating unit member for each school year shall be one regular day of sick leave, which shall be deemed to equate to the legal minimum required by Education Code 44043.5 Section C.
- 27.3.4.1 Additional hours of contribution will be required of participants if the number of hours in the Bank falls below 400. Catastrophic Sick Leave Bank participants who are drawing from the Bank at the time of assessment will not be required to contribute to remain eligible to draw from the Bank. If a Catastrophic Sick Leave Bank participant has no remaining sick leave at the time of the assessment, they need not contribute the additional hours to remain a participant in the Catastrophic Sick Leave Bank
- 27.3.4.2 If the number of hours in the Bank at the beginning of a school year exceeds 8,000, no contribution shall be required of returning unit members. Those unit members joining the Catastrophic Sick Leave Bank for the first time and those returning from leave shall be required to contribute hours to the bank.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

27.3.4.3 If additional hours above the first and second draw are required, both the Association and the District agree to come back and negotiate this item. At any time either the Association or the District can reopen this section of the contract. If this section of the contract is reopened during regular negotiations, it shall not be counted as a reopener if there are a limited number of articles that can be reopened.

27.4 CATASTROPHIC SICK LEAVE BANK - WITHDRAWAL FROM THE BANK:

27.4.1 If a participant is incapacitated, the application may be submitted to the committee by an agent or member of the participant's family. Participants initially applying to draw from the Catastrophic Sick Leave Bank will be required to submit a doctor's statement indicating the nature of the illness or injury and the probable length of absence from work. Members of the committee shall keep information regarding the nature of the illness confidential.

27.4.2 A participant's draw from the Bank may not exceed the statutory maximum period of twelve consecutive months.

27.4.3 Participants must use all sick leave and vacation time (but not differential leave) available to them before applying for leave from the Bank.

27.4.4 The administration of this article is the sole responsibility of the Association and the District shall not have any grievance filed against it with regards to this article.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 28
INDUSTRIAL ACCIDENT AND ILLNESS LEAVE

- 28.1 Leaves resulting from an industrial accident or industrial illness shall be granted in accordance with the provisions of Education Code Sections 44043 and 45192 and this Section.
- 28.2 A unit member who is absent from duty because of an illness or injury defined as an industrial accident or industrial illness under provisions of the Worker's Compensation Insurance law shall be granted paid industrial accident leave for each such accident or illness while receiving temporary disability benefits from worker's compensation provided that:
- 28.2.1 The unit member has probationary or permanent status.
- 28.2.2 In the opinion of the Superintendent or his designated representative the illness or injury constitutes an industrial accident or illness, or, if contested by the District, it is ultimately determined to be work connected.
- 28.3 Paid industrial accident leave shall be for not more than sixty (60) working days in any one fiscal year for the same accident or illness.
- 28.4 Paid industrial accident leave shall be reduced by one day for each day of authorized absence regardless of the temporary disability allowance made under worker's compensation. Days absent while on paid industrial accident leave shall not be deducted from the number of days of paid sick leave to which a unit member may be entitled.
- 28.5 If the unit member is still unable to return to duty after exhausting paid industrial accident leave, the unit member shall be placed on paid illness leave if they are eligible therefor. Accumulated illness leave will be reduced only in the amount necessary to provide a full day's wages or salary, as indicated in the unit member's assignment, when added to compensation without penalties from the worker's compensation insurance fund.
- 28.6 After the expiration of all paid leave privileges, the appointing authority may place the unit member on an industrial accident leave without pay. The total time of all leave benefits provided under this Section, including unpaid industrial accident leave, shall not exceed thirty-six (36) months for any one industrial accident or industrial illness.
- 28.7 Upon return from any paid or unpaid leave resulting from an industrial accident or industrial illness which resulted in the unit member being declared either a "qualified injured worker" or "permanent and stationary", a unit member shall be assigned to a position in the unit member's former class. If no vacancy exists in the unit member's former class, they will be placed on a suitable reemployment list and offered the next vacancy in that classification. The conditions outlined in Article 19.2.5 and 19.2.6 governing reassignment from a reemployment list after lay off shall apply in this instance.
- 28.8 A unit member returning from such paid or unpaid leave of absence shall not have any loss or gain in status or benefits other than that which is specifically provided in provisions of the Education Code and Personnel Commission rules. A unit member shall continue to receive seniority credit for all purposes while on such paid or unpaid leave of absence.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

- 28.9 When all paid or unpaid leaves of absence have been exhausted following an industrial accident or industrial illness, the unit member shall be terminated from employment with the district and unit member's name shall be placed on the reemployment list for the class from which they were on leave for a period not to exceed thirty-nine (39) months.
- 28.10 A unit member who fails to accept an appropriate assignment after being medically approved therefor shall be removed from the reemployment list. Appropriate assignment is defined as an assignment to the unit member's former class, status and time basis, and in assignment areas in which the unit member has made themselves available. Unit members removed from a reemployment list under this Section may appeal the removal to the Personnel Commission.
- 28.11 While a unit member is on any paid leave resulting from an industrial accident or industrial illness, the unit member's salary paid by the District shall not, when added to a normal temporary disability allowance award without penalties granted the unit member under worker's compensation insurance laws, exceed the unit member's regular salary. A unit member's salary is computed on the basis of the number of hours and days in their basic daily assignment.
- 28.12 During all paid leaves resulting from an industrial accident or industrial illness, the unit member shall endorse to the District wage-loss benefits checks received under worker's compensation insurance laws. The District shall issue to the unit member appropriate warrants for payment of wages and shall deduct normal retirement and other authorized contributions.
- 28.13 Final allowance for permanent industrial disability settlements shall not be subject to remittance to the District under this Section.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 29
ADDITIONAL SICK LEAVE FOR PERMANENT BARGAINING UNIT MEMBERS

- 29.1 A unit member shall, once each year, be credited with a total of 100 working days of paid sick leave in addition to the accumulated or current sick leave to which they are entitled under Education Code Section 45191. Such 100 days of paid sick leave shall be compensated at a rate of fifty percent (50%) of the unit member's regular salary. A unit member who has achieved permanent status with the District shall become eligible for such fifty percent (50%) sick leave effective on the sixth consecutive work day of an illness. Once eligible, the unit member shall receive fifty percent (50%) sick leave pay retroactive to the first day of the illness that is not covered by one hundred percent (100%) sick leave pay.
- 29.2 If on June 30, or at the end of the school year for unit members who work fewer than twelve months in a year, the unit member has not exhausted the 100 days of extended sick leave for a continuous illness of a serious nature, the unit member may, with proper medical verification, request that the balance of the 100 days be extended into the next year. This extension, if granted, does not entitle the unit member to a new bank of fully paid sick leave or to a new 100 days until the unit member returns to work. The unit member may not return to work at the termination of the extended leave until their doctor certifies that the unit member has recovered from the illness and may return to work.
- 29.3 After exhaustion of full paid sick leave, a unit member who is ill or injured may, upon request, use accumulated vacation to the extent necessary to make up the unit member's regular salary.
- 29.4 After exhaustion of all paid leave, a permanent unit member may be placed on additional leave upon request and with the approval of the Board. The additional leave may be extended for any period not to exceed twelve (12) months total unpaid leave. Exceptions in the case of extreme illness may be considered by the Board and the Commission.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 30
PERSONAL NECESSITY LEAVE

- 30.1 Any unit member may use accumulated sick leave earned pursuant to Education Code Section 45207 (Personal Necessity Leave) at their election in cases of personal necessity, as defined below:
- 30.1.1 Death of a member of unit member's immediate family when additional leave is required beyond that provided in Section 24.1 of the Agreement.
 - 30.1.2 Accident involving the unit member or their property, or the person or property of a member of the unit member's immediate family.
 - 30.1.3 Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.
 - 30.1.4 Illness, surgery or childbirth involving a member of the immediate family with a written statement from the unit member that the presence of the unit member was necessary.
 - 30.1.5 In recognition of certain religious holidays of major significance, upon application to and with the approval of the Director of Classified Human Resources.
 - 30.1.6 Attendance at weddings, graduations that occur within the immediate family.
 - 30.1.7 Attendance at the funeral of someone other than immediate family.
 - 30.1.8 Other absences of a personal necessity nature or business which may only be handled during a unit member's normal working hours.
 - 30.1.9 Personal necessity leave is not to be used for the purpose of vacation or for the purpose of employment outside the Ventura Unified School District.
- 30.2 Use of sick leave for the above purposes shall be limited to ten (10) days in any school year.
- 30.3 Immediate family as used in this Section shall have the same meaning as provided in Section 24.2 of the Agreement.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 31
LEAVE OF ABSENCE WITHOUT PAY

- 31.1 Leave of absence without pay may be granted to a permanent unit member upon the written request of the unit member and the approval of the Superintendent or his designated representative, subject to the following restrictions:
- 31.1.1 Leave of absence without pay may be granted for any period not exceeding one (1) year, except that leave of absence for military service shall be granted as provided by the Education Code and the Military and Veterans Code, and leave of absence for service in the Peace Corps, or the Red Cross or Merchant Marine during time of national emergency, may be granted for a period not to exceed twenty-seven (27) months, and,
- 31.1.2 The granting of a leave of absence without pay gives the unit member the right to return to their position, if the leave is for a period of one semester or less, in the case of a less than twelve (12) month employee, or six (6) months in the case of a twelve (12) month employee. In cases of an unpaid leave of absence of a greater length of time the District will return the unit member to a position in their same classification and with the same number of hours and days per year at the expiration of the unit member's leave of absence, provided that they are physically and legally capable of performing the duties. The District will maintain an open position at the same number of hours and days per year for placement of the unit member upon return from an unpaid leave of absence.
- 31.2 The Governing Board may, for good cause, cancel any leave of absence by giving the absent unit member due notification in person or by Certified Mail. The unit member may appeal the cancellation to the Personnel Commission which shall investigate and hear the appeal. The appeal by the unit member will stay the cancellation directive of the Governing Board until action by the Personnel Commission which shall be final and binding.
- 31.3 A unit member may make a written request to the Governing Board to return to work prior to the expiration date of the leave. The Governing Board may approve or reject the request.
- 31.4 Failure to report for duty within five (5) working days after a leave has been canceled or expires shall be considered abandonment of the position and the unit member may be terminated by the Board of Education. The termination may be appealed to the Personnel Commission in the same manner as any other dismissal for cause. This provision is not applicable to military leave.
- 31.5 If a unit member cannot be placed in a vacant position within the unit member's classification upon return from leave of absence, the unit member shall have bumping and reemployment rights, in accordance with seniority, in the same manner as if they had been laid off for lack of work or lack of funds on the date the unit member's leave expires.
- 31.6 A unit member on an unpaid leave of absence shall continue to receive their health and welfare benefits for the balance of the pay period in which the leave began. After the pay period, the unit member on leave shall be allowed continued participation in the District's benefits program if the unit member pays the premium cost to the District at the group rate.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 32
MATERNITY AND PARENTAL LEAVE

32.1 MATERNITY LEAVE

- 32.1.1 Maternity leave of absence shall be granted to any unit member who is required to be absent from duty because of pregnancy, miscarriage, childbirth and recovery therefrom.
- 32.1.2 Such leaves shall not be used for child care, child rearing, or preparation for child bearing, but shall be limited to those disabilities as set forth above.
- 32.1.3 The length of such disability leave, including the date on which the leave shall commence and the date on which the duties are to be resumed, shall be determined by the employee and the employee's physician.
- 32.1.4 The unit member is entitled to use accumulated sick leave when physically disabled or otherwise incapacitated from performing her duties because of pregnancy, miscarriage, childbirth, and recovery therefrom. Use of sick leave benefits, under these circumstances, is restricted to cases of disability or related incapacity and must be verified by medical certification.
- 32.1.5 Valid certification from the unit member's treating physician must be submitted prior to reinstatement for maternity reasons.
- 32.1.6 The District shall be provided with at least thirty (30) days prior notice of intent to take Maternity Leave, or as soon as practical.
- 32.1.7 The District agrees to comply with applicable provisions of the Family and Medical Leave Act (Federal) and the Family Care Leave Act (State of California).

32.2 PARENTAL LEAVE

Bargaining unit members are entitled to Parental Bonding leave in accordance with Federal and State laws.

- 32.2.1 Parental Leave is available for the birth of a child of the unit member, for the placement of a child with the unit member for adoption or foster care, as provided for pursuant to the provisions of the California Family Leave Act (CFRA).

Parental leave for the purposes of this Article shall be defined as "leave for reason of the birth of a child of the unit member, or the placement of a child with a unit member in connection with the adoption or foster care of the child by the unit member."

- 32.2.2 Eligibility for Parental Leave

- a) All unit members who have been employed for twelve (12) months with the District are entitled to utilize parental leave.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

- b) There is no minimum number of hours that the unit member must work in order to be eligible for parental leave.
- 32.2.3 Eligible unit members are entitled to twelve (12) workweeks of parental/bonding leave to be utilized during the first year following the birth or placement of a child with the parent through foster care of adoption, and must conclude within twelve (12) months of the child's birth or placement for adoption or foster care.
- 32.2.4 Parental leave under this section shall run concurrently with CFRA leave and a unit member will receive one (1) twelve (12) workweek period for parental leave during any twelve (12) month period. The aggregate amount of parental leave taken pursuant to this Article and Section 12945.2 of the government Code shall not exceed twelve (12) workweeks in a twelve (12) month period.
- 32.2.5 A bargaining unit member has the option of using accumulated sick leave for the twelve (12) week Parental Leave. If a bargaining unit member exhausts their accumulated sick leave prior to the expiration of the twelve (12) week Parental Leave, and continues to be absent from their duties on account of Parental Leave, the unit member shall receive 50% pay. In order to receive the 50% pay, a bargaining unit member must have exhausted their accumulated sick leave. If they choose not to use their sick leave, they are still entitled to the twelve (12) week Parental Leave, however, they are not entitled to the 50% pay.
- 32.2.6 The District shall be provided with at least thirty (30) days prior notice of intent to take Parental Leave, or as soon as practical.
- 32.2.7 A bargaining unit member shall not be provided more than one twelve (12) week period of Parental Leave per birth of a child of the unit member, for the placement of a child with the unit member for adoption or foster care. However, if a school year terminates before the twelve (12) week period is exhausted, the employee may take the balance of the twelve (12) week period in the subsequent school year. Such leave must be taken in increments of not less than two weeks.
- 32.2.8 If both parents are District employees, they will have a combined twelve (12) workweek period for parental/bonding leave.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 33
EMERGENCY LEAVE DUE TO NATURAL DISASTERS

- 33.1 In the event that work is canceled by the District administration because of flooding or other natural disasters, or in the event a bargaining unit member is unable to reach work because of conditions resulting from a natural disaster such as flooding, slides, washouts, loss of bridges and/or similar causes, the Board of Education shall grant emergency leave of absence to the bargaining unit members affected. This leave shall be granted without loss of pay and shall not be charged against the bargaining unit member's personal necessity or other paid leave.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 34
TRANSFERS AND PROCEDURES FOR FILLING VACANCIES

34.1 A unit member may be transferred at their request or for the good of the service from one position to another, in the same class, at the discretion of the department head(s) involved, provided that such action shall not be taken for punitive or preferential reasons. In cases of involuntary transfer, the Association President shall be consulted before action is taken. If the Association President disagrees with the transfer, at least five (5) working days shall pass before the transfer becomes official.

34.2 Procedure for Filling Vacancies

34.2.1 If a position becomes vacant, it is the expectation that the District will fill the position within sixty (60) working days. The Classified Human Resources Department will internally advertise the potential transfer opportunity for a period of ten (10) working days, during which time permanent unit members may file a request for transfer for the vacancy according to established procedures.

Should the position not be filled within that time frame, the Director of Classified Human Resources will notify in writing and meet with the Association President to discuss the delay.

34.2.2 At the expiration of the indicated period of time, the Classified Human Resources Department will certify to the supervisor the names of all unit members requesting and eligible for transfer. If there are less than three unit members requesting transfer, the appointing authority may request that the top rank(s) from the appropriate eligibility list also be certified to provide a minimum of three candidates for interview.

34.2.2.1 The order for certification of eligibles for vacancies shall be as follows:

- 1) Transfers of permanent unit members in the same classification. If there are not three permanent unit members who request transfer,
- 2) Eligibles from a Promotional eligibility list may be certified to provide a minimum of three candidates.
- 3) If there is no Promotional eligibility list or insufficient ranks on a Promotional eligibility list to provide a minimum of three candidates, then transfers of probationary unit members will be permitted, when the transfer would move the unit member to the next level of health and welfare benefits eligibility (i.e., a probationary unit member who is working a 3.0 hour day and who requests transfer into a 4.0 hour per day vacancy may be certified; a probationary unit member working 4.0 hours per day who requests transfer to a 6.0 hour per day vacancy, may be certified. However, a probationary unit member who is working a 3.0 hour day and who requests transfer to a 3.5 hour per day vacancy would not be eligible for transfer.)

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

- 4) If the above do not yield a minimum of three candidates, eligibles from an Open eligibility list may be certified.
- 34.2.3 When the rank(s) from the appropriate eligibility list are certified to the appointing authority, the applicable supervisor or their designee will interview each of the unit members who requested and were eligible for transfer along with candidates from the eligibility list. If the position has not been filled on a permanent or probationary basis within 30 days, it shall be reposted for transfer per Article 34.2.1. Such repostings shall be published not less than once per quarter.
- 34.2.4 In reaching its decision to select a particular candidate, the District will consider criteria including, but not limited to, qualifications, district needs, relevant experience, seniority, previous performance, and absenteeism.
- 34.2.5 The Management employee responsible for making the decision shall be the employee who is charged with the overall responsibility for the department. In the case of positions within the unit where supervision is split between a district level administrator and a site level administrator, the decision shall be made by the district level administrator with input from the site level administrator.
- 34.3 A permanent unit member may be transferred to a position in a related class on the same salary schedule (lateral transfer). The Director of Classified Human Resources shall determine whether classes are sufficiently related to permit transfer between them, and any such transfers shall be made only with the approval of the Director of Classified Human Resources; such decision may be appealed to the Personnel Commission.
- 34.4 Transfers shall not change the unit member's salary rate, anniversary date, accumulated illness leave, and accumulated vacation credit, or in any other manner reflect adversely upon the unit member's rights, as provided in law and this agreement.
- 34.5 A permanent unit member who transfers to a position in a class in which they have not previously completed a probationary period shall be considered probationary in that class for a period of one hundred thirty (130) working days. At any time during the probationary period, the unit member may be returned to their former class without right of appeal, unless such action results in layoff, demotion, or reduction in assigned time. In the latter case, the unit member will have the same appeal rights as a permanent employee who is demoted or dismissed.
- 34.6 When a school's calendar changes from a traditional to a year-round schedule, unit members who are currently assigned to the school shall have the option of remaining in their current positions and changing to the year-round schedule or of transferring to another position in the same classification within the district on a traditional calendar. Should there not be a vacancy in the unit member's current classification with the same or greater number of hours per day and days per year, the year-round position shall be posted for voluntary transfer and the unit member who does not wish to remain with the year-round schedule shall have bumping rights as described in Article 19.
- 34.7 Transfers shall have the following effects on seniority:
- 34.7.1 Within the same class - none.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

- 34.7.2 From one class to another - the unit member shall not receive seniority credit in the new class for service in other classes; however, the unit member shall retain such credit as seniority in the classified service.
- 34.8 Transfer shall not be used as a device to alter the sequence of impending layoff, although unit members whose positions are to be eliminated may transfer to other classes as this Section contemplates.
- 34.9 Reasons for any transfer which is not voluntary shall be discussed with the unit member by their immediate supervisor.
- 34.10 Summer, intersession and other recess period assignments: When the Board establishes temporary positions during the recess period between the regular September to June school year, during the intersession period of year-round schools, or during other recess periods during the school year (including summer school positions), those assignments shall be offered to bargaining unit members whose regular assignments are within the program where the summer/intersession assignment exists and not regularly employed during these periods. Only bargaining unit members whose most recent performance evaluation is rated overall as "Satisfactory" will be eligible for summer/intersession assignments. Additionally, any bargaining unit member who failed to meet their commitment to complete a prior year summer/intersession assignment will not be eligible for appointment to a new summer/intersession assignment. Appointment to these assignments shall be on the basis of seniority in the class to which the assignment has been allocated by the Personnel Commission (except as noted below) among employees requesting summer/intersession/recess period employment. If there are insufficient employees in the class, appointment shall be made on the basis of seniority of employees who are qualified to perform the duties of the position, as determined by the Director of Classified Human Resources.
- 34.10.1 The first priority to fill a School Administrative Assistant vacancy during a summer, intersession, or other recess period shall go to the current School Administrative Assistant assigned to that site that has applied for summer, intersession or other recess period work. If the site School Administrative Assistant does not apply for a vacancy at their site, then the seniority process outlined in Section 34.10.2.4 shall apply.
- 34.10.2 The first priority for filling Paraeducator vacancies during a summer, intersession, or other recess period shall be according to the following:
- 34.10.2.1 Paraeducators shall be placed by seniority within the specific program of the summer or intersession classroom or among those Paraeducators who possess a required skill (i.e. Bilingual, Special Day Class, SED, HI, SLI, VI, LH, CH, and Resource)
- 34.10.2.2 If there are insufficient Paraeducators available within the specific program, placement will be made on the basis of seniority within the classification.
- 34.10.2.3 Under no circumstances will a Paraeducator be assigned to a classroom requiring specific skill(s) unless that Paraeducator has demonstrated through the processes established by the Personnel Commission that they possess the specific skill(s) required.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

- 34.10.2.4 All other placements will be made on the basis of seniority in the classification at the end of the most recent regular session.
- 34.10.3 The first priority to fill the Child Nutrition Manager vacancy during summer, intersession, or other recess periods shall go to the current Child Nutrition Manager at the given site.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 35
DISCIPLINE

- 35.1 Unit members shall have disciplinary actions imposed upon them only through the progressive discipline process as outlined in law and Personnel Commission Rules and Regulations, Chapter 190: "Procedures for Disciplinary Actions and Appeal".

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 36
EVALUATIONS

36.1 General: The primary purpose of work performance assessment shall be the evaluation of unit members' skills in relation to their specific classifications. The performance evaluation process shall be conducted in good faith with the goal of accurately assessing the unit members' knowledge, skills, and abilities and for improvement in the unit members' work performance.

The major components of the performance evaluation shall include:

- a) an initial conference with the new unit member shall take place within the first two months of employment in which the standards, goals, objectives and expectations of the supervisor will be discussed; and will include the standards, goals, objectives and expectations consistent with the classification specification for the position that the unit member holds;
- b) an explanation of the performance evaluation process at this initial conference;
- c) monitoring and/or observation of the unit member's work for use in the performance evaluation process shall be conducted openly and with the full knowledge of the unit member;
- d) performance evaluation shall be recorded on a standard form which shall be developed mutually by the District and the Association and shall be based on a system which includes ratings of Satisfactory, Needs Improvement and Unsatisfactory;
- e) no performance evaluation document shall become a part of a unit member's personnel file until the unit member has had an opportunity to review the document and has been informed of their rights to include a rebuttal.

36.2 Procedure:

- 36.2.1 All performance evaluations shall be done, using the formal District performance evaluation form.
- 36.2.2 All unit members who have achieved permanent status in their classification and whose most recent performance evaluation was rated as "Satisfactory" shall be evaluated at least every second year within 30 days of their anniversary date. Unit members whose most recent evaluation was rated "Needs Improvement" or "Not Satisfactory" shall be evaluated annually within 30 days of their anniversary date.
- 36.2.3 Probationary unit members shall be evaluated at the end of the second, fourth and before the end of the sixth month of service.
- 36.2.4 A special evaluation may be requested at any time by the supervisor when there is a need for a formal evaluation between the normally established evaluation periods. A special evaluation has as its purpose the documentation of work performance the supervisor determines is outstanding and needs to be highlighted and formally documented as well as for performance the supervisor determines needs improvement or is not satisfactory.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

When a special evaluation is requested by the supervisor and the purpose of the special evaluation is for improving a bargaining unit member's job performance, the supervisor must provide the Director of Classified Human Resources documented evidence of counseling and assistance prior to the Classified Human Resources Office issuing a special evaluation form.

All special evaluations shall be subject to the same guidelines as bi-annual performance evaluations.

36.2.5 Performance evaluations shall be conducted by the Management employee directly responsible for the unit member's work.

36.2.6 The reviewer shall discuss with the unit member the performance evaluation and shall provide information relative to the content of the evaluation.

36.2.7 Any ratings of Unsatisfactory or Needs Improvement shall be accompanied by a specific plan of action which includes identified areas of weakness, a plan for corrective action, specific assistance which will be provided the unit member, measurable goals and specific timelines for meeting the goals.

36.2.8 A copy of the completed evaluation document, signed by the evaluatee and the evaluator, shall be placed in the unit member's personnel file at the District Office. The signing of such document by a unit member shall not imply the unit member's agreement with its contents. At the time the evaluation is signed by the unit member, they shall receive the appropriate copy of the evaluation for their records.

36.3 Review Process:

36.3.1 A unit member who receives an overall "Needs Improvement" or "Unsatisfactory" performance evaluation may request that the evaluation be reviewed by the Management employee who supervises the evaluator. Such request shall be made within ten (10) working days of the date that the unit member receives the evaluation.

36.3.2 The reviewer shall investigate and discuss the evaluation with both the unit member and the evaluator.

36.3.3 The reviewer shall attach a statement indicating agreement or disagreement with the evaluation. If the reviewer disagrees with the evaluation, the evaluation shall be changed accordingly. Copies shall be sent to the unit member, the evaluator, and the Classified Human Resources Office.

36.4 Right of Rebuttal: The unit member shall have the right to submit a written reaction to the performance evaluation within fifteen (15) working days of the receipt of such evaluation. Such response shall be submitted to the District's Classified Human Resources Office and shall become a permanent attachment to the copy of the performance evaluation in the unit member's personnel file.

36.5 The grievance process shall not apply to the content of a performance evaluation, but shall apply to the procedures associated with the performance evaluation process.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 37
GRIEVANCE

37.1 Definitions:

37.1.1 Grievance: a formal written allegation by a unit member or unit members or the Association that a violation of the specific provisions of this agreement was not settled to the satisfaction of the unit member or unit members or the Association at the first supervisory level.

37.1.2 Grieveable actions: Alleged violations of this agreement shall be subject to the grievance procedure. Actions to challenge or change the policies of the District as set forth in the District policy manual and/or the Personnel Commission as set forth in The Personnel Commission Rules and Regulations must be undertaken under separate legal processes. Other matters for which a specific method of review is provided by law, by District policy, or by the Personnel Commission Rules and Regulations are not within the scope of this procedure.

37.1.3 Day: any day in which the central administrative offices of the Ventura Unified School District are open for business

37.1.4 First supervisory level: the lowest level administrator not a bargaining unit member having immediate jurisdiction over the work of the unit member filing the grievance.

37.2 Informal Level: Before filing a formal written grievance, the unit member must attempt to resolve the grievance by an informal conference with their immediate supervisor. The exact nature of the grievance must be clearly stated at this conference so that both parties have an opportunity to come to an understanding. The unit member may be accompanied during this conference by an Association representative. Such informal steps must be initiated within thirty (30) days of the time the bargaining unit member knew or could have reasonably be expected to have known of the action that caused the grievance. Within five (5) days from the date of the conference, the supervisor shall communicate their decision to the complainant.

37.3 Formal Level: An Association representative shall be present at all formal levels of the grievance procedure.

37.3.1 Level I: If the matter is not resolved at the informal conference, the unit member may present the grievance in writing to the next level of supervision above the immediate supervisor. The written grievance will be presented on a District form and shall include:

37.3.1.1 The name of the unit member filing the grievance.

37.3.1.2 A listing of the specific provision of the Agreement alleged to have been violated.

37.3.1.3 A statement describing how the District is alleged to have violated the Agreement (including all names, dates and places necessary for a complete understanding of the grievance), the decision rendered as a result of the informal conference and the remedy sought. This written statement of the grievance must be submitted within ten (10) days after

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

receipt of the immediate supervisor's decision from the informal conference. The Level I supervisor shall present a written answer to the grievant within ten (10) days after receiving the grievance.

- 37.3.1.4 Within the above limits, the parties shall hold a conference to attempt to resolve the grievance, unless the conference is waived by mutual consent of the parties involved.
- 37.3.2 Level II: If the grievant is not satisfied with the decision at Level I, the decision may be appealed to the Assistant Superintendent of the division in which the unit member works within ten (10) days of the receipt of the Level I decision. The Assistant Superintendent shall communicate their decision in writing within ten (10) days after receiving the grievance. If the Assistant Superintendent does not respond within the time limits, the unit member may appeal to the next level. Within the above limits, the parties shall hold a conference to attempt to resolve the grievance, unless the conference is waived by mutual consent of the parties involved.
- 37.3.3 Level III: If the grievant is not satisfied with the decision at Level II, the decision may be appealed to the Superintendent or his designee within ten (10) days of receipt of the Level II decision. The Superintendent or his designee shall communicate his decision in writing within ten (10) days after receiving the grievance.
- 37.3.4 Level IV: If the grievant is not satisfied with the decision at Level III, the grievant may, within five (5) days of the receipt of the Level III decision, submit a request to the Superintendent for mediation of the dispute. Such mediation shall not result in any additional expenditure of District funds and shall be conducted by a neutral third party.
- 37.3.5 Level V: Should mediation not resolve the dispute, the Association shall submit to the Superintendent, in writing, a request for binding arbitration of the dispute within ten (10) days after the determination that mediation was unsuccessful. The Association reserves the right to determine which cases go to arbitration. The Association and the District shall attempt to agree upon an arbitrator. If no agreement can be reached, they shall request the American Arbitration Association to supply a panel of five (5) names of persons experienced in hearing grievances in public schools. Each party shall alternately strike a name until only one name remains. The remaining panel member shall be the arbitrator. The Association shall strike the first name. All costs for the services of the arbitrator and the cost of any hearing room will be borne equally. Other costs will be borne by the party incurring them.
- 37.4 General: A unit member may be represented at any level of the grievance procedure by the Association. If not represented by the Association, the Association shall have the right to state its views prior to the resolution of the grievance.
- 37.4.1 Released time will be granted both the unit member and the Association representative, if used, for the time spent in hearings or conferences in the various levels of the procedure as outlined in this Section.
- 37.4.2 The unit member and the Association representative shall be granted reasonable and necessary released time to prepare for grievance hearings or conferences but such released time

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

for preparation of grievances will be limited to an aggregate total of forty-eight (48) hours per year for the bargaining unit.

37.4.3 Released time as provided in this section shall be permitted after notification of the immediate supervisor and at reasonable times that cause the least disruption of district work. Representatives must show verification that they are officially authorized.

37.4.4 No unit member shall suffer reprisals as a result of having filed a grievance.

37.5 A grievance must be filed and appealed within the time limits set forth above or the grievance shall be considered settled on the basis of the District's last answer given, unless extensions of applicable timelines have been agreed to by both parties to the grievance.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 38
SAFETY

- 38.1 The District shall conform to and comply with all health, safety and sanitary requirements or regulations imposed or adopted under local, state or federal law. The District shall maintain safe and healthy working conditions as defined in these laws and regulations.
- 38.2 A unit member has the right and the responsibility to report to their immediate supervisor, in writing any practice, condition or specific occurrence which the unit member believes or in the course of reasonable diligence should have realized poses a threat to the health or safety of any person associated with the District, including all threats of physical harm or cases of assault and/or battery suffered by the unit member in connection with their employment. Upon notification, the District shall investigate and take action deemed necessary to correct any unsafe, unhealthy or hazardous condition within 60 calendar days. Upon written request, the District shall report to the unit member the status of the investigation and, if appropriate, any recommendations made resulting from the investigation.
- 38.3 If a particular job requires the use of any equipment or gear to ensure the safety of the unit member or others, the District agrees to furnish and maintain such equipment or gear and the unit member agrees to use or wear such equipment or gear at all times when necessary in the performance of their duties. Additionally, the District agrees to provide reasonable accommodation for unit members whose doctors have prescribed specific safety equipment in accordance with OSHA and other legal requirements.
- 38.4 The District agrees to provide a yearly voucher to bargaining unit members whose regular assignment is within an approved classification to purchase necessary foot protection in accordance with Cal-OSHA guidelines. Approved classifications include Trades, Custodial, Athletic Equipment/Custodian, Grounds, Food and Nutrition, Warehouse and Mechanics. If there are extenuating circumstances in which an employee's foot protection becomes damaged beyond use and needs replacement, then the employee shall notify their supervisor of the need for a replacement. A committee consisting of VESPA and VUSD representatives will meet yearly to review the voucher amount for the upcoming year.
- 38.5 The District recognizes the importance of Emergency Preparedness Plans that describe and define the appropriate role and responsibilities of District staff during an emergency. The responsibility for the monitoring of the various site emergency preparedness plans shall be assigned to the District Safety Committee. The Committee shall be composed of at least equal numbers of representatives from the Districts' employee groups.
- 38.6 Upon request, the District shall provide child nutrition managers, night custodians, and other appropriate unit members with 911/emergency cell phones.
- 38.7 The District Safety Committee shall work cooperatively with the local law enforcement in developing procedures that protect unit members.
- 38.8 The District Safety Committee shall monitor the distribution and maintenance of the 911/emergency cell phones.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

38.9 Uniforms

The District will provide uniforms to bargaining unit members in Transportation, Technology, Facilities, and the Warehouse. Other classifications may be provided uniforms as the need arises and in the best interest of the safety of our students and employees. Employees within these classifications are required to wear the provided uniforms, and shall be visible during working hours.

Uniform Guidelines

38.9.1 All employees shall receive a minimum of 5 uniform shirts and up to 10 if needed/requested; and 1 jacket.

38.9.2 Laundering: An employee may choose to launder their own uniforms, or may choose to use a laundering service as set-up and arranged by the District

38.9.3 Lost, stolen, or damaged uniforms will be replaced.

38.9.4 All uniforms need to be returned if employees separate from employment with the District.

38.9.5 A committee consisting of VESPA and VUSD representatives will meet as needed to review uniforms and applicable guidelines.

38.10 In the event of a grievance arising out of any provision of this article the grievance shall be submitted at Level II and shall be expedited.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 39
ORIENTATION AND TRAINING

- 39.1 When a unit member is hired to fill a vacancy, whether by promotion, transfer, or from an eligibility list, the appropriate supervisor shall describe for the unit member the duties and responsibilities of the position, the expectations of the supervisor regarding those job duties, the equipment and materials, and the location of relevant District facilities.
- 39.2 When the District requires a unit member to attend a training session or otherwise engage in training of any kind as a condition of employment that is not a requirement for maintaining minimum qualifications for the unit member's classification, the unit member shall receive compensation as follows:
- 39.2.1 When the training occurs, the unit member shall be paid at their regular rate of pay and shall receive all benefits to which they are entitled.
- 39.2.2 When the regularly assigned hours and the hours of training combined total in excess of eight (8) hours on a regularly assigned workday (ten (10) hours in case of a "4 - 10" plan), or forty (40) hours in a workweek, the unit member shall be paid at the overtime rate appropriate for that day or time at which the training occurs.
- 39.2.3 Unit members shall not be paid for travel time that is beyond the unit member's regularly assigned working hours.
- 39.2.4 All direct costs for District required training or instruction shall be paid for by the District.
- 39.2.5 Part-time unit members can be required to attend inservice/training workshops or meetings which are scheduled before or after their regular assigned time. The District shall provide reasonable notice of such workshops or meetings. Part-time unit members will be paid for attending any required inservice/training workshop or meeting.
- When the training causes a conflict with a unit member's second job, the District will endeavor to make such training accessible at a different time, provided the unit member presents proof of the schedule conflict.
- 39.3 The District shall retain the right to determine what training is required and to make such training a condition of employment.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 40
SPECIALIZED HEALTH CARE

- 40.1 Specialized health care procedures include, but are not limited to, catheterization, crede, injections permitted by law, ileostomies, colostomies, tracheostomy, suction, oxygen administration, gavage feeding, and draining. For purposes of this article, specialized health care is not the dispensing of medication, first aid, or the administration of medication for bee stings.
- 40.2 The primary role for providing specialized health care procedures will be assigned to the Health Technicians at each school and, for the Special Education program, to the Paraeducators funded by the Special Education Program.
- 40.2.1 When there is no Health Technician at a school site or Paraeducator funded by the Special Education Program who can be the primary provider, the District will seek volunteers to be the primary providers. Any other bargaining unit member who provides specialized health care services on a daily basis will receive an additional remuneration for the performance of these duties of 2.9% of the unit member's hourly base rate.
- 40.2.2 If there are no volunteers to be trained, the District may select unit members to be trained to be the primary providers of specialized health care services for a student. The District will give priority transfer rights to a unit member involuntarily selected. In some cases it may be necessary to have other unit members trained as back-ups in case of an emergency.
- 40.3 The District will comply with all Education Code and Title V provisions so unit members may work and provide specialized health care in a safe, appropriate environment.
- 40.4 Qualified nurses shall provide training to bargaining unit members so they can provide and conduct necessary specialized health care procedures.
- 40.5 If the training is conducted during non-duty hours, the bargaining unit member will be remunerated at the bargaining unit members' regular hourly rate of pay.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 41
PROFESSIONAL GROWTH

- 41.1 The intent of this incentive-based professional growth program is to encourage employees to voluntarily gain increased knowledge and skills which enhance their ability to perform the work of the school district; to provide an opportunity for advancement to new positions; or to provide the employee with an awareness of the importance of increased efficiency needed to fulfill their role in the total education of students in the Ventura Unified School District. This program is not intended to restrict in any way the training and self-improvement efforts a classified employee may undertake on their own initiative. However, such training shall be considered as applicable to a professional growth increment only if it meets the requirements specified by this policy and implementing regulations of the committee. This is an award type program based upon the accumulation of points which will eventually translate into a professional growth stipend.
- 41.2 PROCEDURES
- 41.2.1 Review Committee: The Professional Growth Committee, hereinafter referred to as the Committee, shall meet at least quarterly to review applications for professional growth points.
- 41.2.2 Selection/Composition of Committee: The Committee shall consist of:
- Three (3) representatives appointed by the Association plus three (3) representatives appointed by the District including the Assistant Director, Classified Human Resources being a permanent member of the committee.
- 41.2.3 Tenure of Committee
- 41.2.3.1 Because of the technical nature of committee responsibility, turnover on the committee shall be kept at a minimum. Terms of committee members shall begin in July and end in June. A Chair and a Secretary shall be appointed by the Committee.
- 41.2.3.2 Should a vacancy occur on the Committee, VESPA shall fill the vacancy by appointment for those positions which VESPA originally appointed.
- 41.2.4 Duties of Committee
- 41.2.4.1 Review policies and procedures.
- 41.2.4.2 Evaluate activities for professional growth points.
- 41.2.4.3 Provide the Payroll Department with a listing of those employees who have earned Professional Growth increments for the fiscal year.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

41.3 STANDARDS AND GUIDELINES FOR PARTICIPATION IN THE PROFESSIONAL GROWTH POINT PROGRAM

- 41.3.1 Points may be earned through participation in any of the following:
 - 41.3.1.1 College courses, adult school course, trade and business school courses.
 - 41.3.1.2 Committee approved workshops, training, orientation, and in-service.
 - 41.3.1.3 Institute lecture programs and conducting institute classes.
 - 41.3.1.4 Attendance at educational conferences.
 - 41.3.1.5 Leadership activities in county, state and national educational organizations and in professional organizations.
 - 41.3.1.6 Correspondence, on-line and video courses.
 - 41.3.1.7 Other Committee approved coursework.
- 41.3.2 The subject matter of the course must relate to the position currently occupied by the employee, or should meet the requirements for career development.
- 41.3.3 All professional growth candidates taking courses must obtain a passing grade of "C" or better; a certificate of satisfactory completion of a course, or a grade of "Pass" in a course which does not provide a letter grade, in order to receive credit points for that coursework.
- 41.3.4 Employees must submit evidence of satisfactory completion of coursework within one calendar year from the date of the completion of the coursework in order to receive professional growth points for that coursework.
- 41.3.5 Points will not be given to an employee who is on leave from the district to become a full-time or part-time student.
- 41.3.6 If credit has previously been awarded, courses may not be repeated unless special permission is granted by the Committee. Such repeat courses must contain different subject matter.
- 41.3.7 Coursework must be verified by transcript or certificate. All other work must be verified as acceptable and approved by the Committee no later than July 31 of each year in order to receive a professional growth increment for that fiscal year.
- 41.3.8 Courses not offering semester or quarter units, and other types of educational courses for which the Committee has granted approval, will receive points based on total hours of participation. For such courses and/or activities a certificate or signed documentation verifying satisfactory completion must be submitted with the Professional Growth Application.
- 41.3.9 Credit for hours of participation in District-sponsored workshops, orientation, in-services educational conferences, institute lecture programs, and other similar programs

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

approved by the Committee and credit for conducting such programs shall have points equated as follows:

The following chart illustrates the value of each hour of such credit:

No. of Hours	PARTICIPANT POINTS @.0625	FACILITATOR POINTS @.0750
1.0	.0625	.0750
2.0	.1250	.1500
3.0	.1875	.2250
4.0	.2500	.3000
5.0	.3125	.3750
6.0	.3750	.4500
7.0	.4375	.5250
8.0	.5000	.6000
9.0	.5625	.6750
10.0	.6250	.7500
11.0	.6875	.8250
12.0	.7500	.9000
13.0	.8125	.9750
14.0	.8750	1.0500
15.0	.9375	1.1250
16.0	1.0000	1.2000

41.3.10 Sixteen (16) hours shall equal one (1) professional growth point. Fifteen (15) professional growth points shall equal one (1) professional growth increment.

41.4 ELIGIBILITY FOR PARTICIPATION IN THE PROFESSIONAL GROWTH PROGRAM

All regularly employed, classified employees who are in active, paid status with the Ventura Unified School District shall be eligible to participate in the Professional Growth Program.

41.5 GENERAL RULES AND REGULATIONS FOR PROFESSIONAL GROWTH INCREMENTS

41.5.1 One (1) professional growth increment may be granted annually in the maximum amount of \$300 per school year, not to exceed five (5) such increments in the maximum amount of \$1,500.

41.5.2 Increments shall be granted beginning with the fiscal year following the earning of fifteen (15) professional growth points.

41.5.3 Subsequent earned increments, not exceeding four, may be granted in the maximum amount of \$300. Such increments shall be superimposed on the preceding increment(s) to which the employee is entitled.

41.5.4 Professional growth recipients may elect to have the professional growth increment payable in one lump-sum payment on or about August 31 of each year or to have the increment equalized, based on their regular number of salary payments annually. Earned

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

increments shall be paid in addition to the employee's regular salary, and shall be subject to customary payroll deductions.

41.5.5 An employee must be in paid status to receive the professional growth increment they have earned, and such payments will end when their employment is terminated for any reason.

41.5.6 Credit will only be given for professional growth activities completed while not in a paid, active employment status on the July 1 following the completion of the first year on the job after returning from the leave of absence. Credit will not be given for any professional growth activities completed prior to the employee's beginning date of employment.

41.5.7 Records concerning the Professional Growth Program shall be maintained by the Classified Human Resources Office.

41.5.8 Permanent employees who are promoted or transferred to a new classification may earn increment points while in probationary status in the new classification.

41.6 QUALIFICATION FOR INITIAL PROFESSIONAL GROWTH INCREMENT

41.6.1 Increment points applicable to the initial professional growth increment may be allowed retroactively provided the points were earned after the beginning date of employment and the candidate was actively and regularly employed by the Ventura Unified School District at the time the points were earned.

41.6.2 If more than the necessary number of points is earned for any of the second, third, fourth, or fifth professional growth increments, the excess number will be carried over to the next succeeding increment.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 42
SITE-BASED DECISION-MAKING

42.1 Purpose: Site-Based Decision-Making (SBDM) is a joint planning and problem-solving process that seeks to improve the learning environment by allowing for organizational change and educational reform in the best interest of student outcomes. Decisions should be made with this purpose in mind and management/employee concerns with implementation (the impacts) will be negotiated as required by law.

Decision-making at the site level should be shared by staff in a collegial manner, while recognizing that the decision must conform to the VESPA /VUSD Collective Bargaining Agreement, board policy, Education Code, State and Federal Law, Personnel Commission Rules and Regulations, and/or other laws and regulations unless waivers have been granted.

42.2 Structure: There will be two types of councils:

42.2.1 School Site Council: The existing school site council shall be utilized in this process. The School Site Council (SSC) shall be comprised of the following membership:

- 50% district personnel
 - principal,
 - one classified unit member
 - three certificated unit members;
- 50% parents and students in the middle and high schools and parents only in the elementary schools.

Each group will elect its representatives to the SSC. If a SSC is going to be larger than 10, parity must be maintained as described above.

42.2.1.1 School Site Council will receive initial SBDM proposal and accept or reject.

42.2.2 District Steering Council: Annually the District shall set-up a District Steering Council comprised of four (4) management employees selected by the district, two non-management unit members selected by VESPA and two non-management unit members selected by VUEA. The District Steering Council shall elect one of its members as the chair. The chair will meet with a member of each of the other representative groups to mutually prepare the agenda. The duties and functions of this council are:

42.2.2.1 Provide assistance and information to School Site Councils in regard to SBDM.

42.2.2.2 Review School Site Council's proposed SBDM plans. Approve or reject SSC's proposed SBDM plan. (Schools will continue current practices related to categorically funded programs pending approval of their SBDM plan).

42.2.2.3 Act as an appeals board in case of disagreement at the School Site Council level.

42.2.2.4 In order for the District Steering Council to take action, it must consist of a quorum of equal numbers of management and labor and no less than 6 total

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

Council Members.

42.2.2.5 In the case that the District Steering Council does not reach resolution, the case will be taken to the Board of Education for approval or rejection.

42.3 Contract Waiver Requests: Proposals must conform to the VESPA /VUSD Collective Bargaining Agreement, unless a waiver is granted in accordance with the procedures outlined in this Article. Waivers of State and Federal laws, district policies, and/or Personnel Commission Rules and Regulations are not permitted.

Collective Bargaining Agreement waiver(s) upon ratification by VESPA and VUSD, shall be written and fully incorporated into the VESPA/VUSD Collective Bargaining Agreement by use of Memorandums of Understanding (MOU). The MOU(s) shall contain the specific site subject to the waiver(s), the nature/description/details of the waiver(s), the effective date, the duration of the waiver(s), and the process for renewal of the waiver(s).

The following Articles in the VESPA/VUSD Collective Bargaining Agreement shall not be eligible for a waiver: Recognition, Evaluation, Salary Schedule and Benefits, Assignment and Transfers, Management Rights, Association Rights, Professional Dues & Payroll Deduction, Grievance, Discipline and Non-Discrimination.

Renewal of waiver(s) must be done prior to the end of the school year in which the waiver(s) expires.

42.4 Scope of Decisions: The following list includes only a few possible issues that could be resolved through site-based decision-making. Each site would need to examine its own unique issues and opportunities for involvement.

- allocation of resources (i.e., school site budgets, personnel) within district policies and using good personnel and business practices.
- student discipline policies/attendance policies within frameworks of current and future board policies
- integration of curriculum within context of state frameworks and district accountability standards
- learning strategies for special needs students using the federal, state and district guidelines
- restructuring school day, number and time of classes, planning time within district standards, current and future board policies, and the collective bargaining agreements.
- community outreach program
- relationships among various work groups
- goals and objectives for the school within the standards set by the district
- assignment of students, scheduling of classes within collective bargaining agreements and standards set by the district
- development of standing and/or ad hoc committees as needed.

42.5 Procedures for Site-Based Decision Making: A school site must follow steps #1-6 in order to implement school site change(s) that affect the VESPA/VUSD Contract:

- 1) Proposal Development at School Site
- 2) Initial Site Voting on Proposal (1/3 majority required)
- 3) School Site Council Approval

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

- 4) District Steering Council (DSC) Approval
- 5) Final School Site Approval Voting (2/3 majority required)
- 6) Collective Bargaining Agreement Waiver Approval by VESPA and VUSD

42.5.1 Proposal Development at School Site

Any VESPA or VUEA bargaining unit member or management employee regularly assigned to the school site may initially develop proposals seeking to improve the learning environment by allowing for organizational change and/or educational reform.

42.5.2 Initial Site Voting on Proposal

The proposed plan shall be presented in writing and fully explained at a regularly scheduled staff meeting.

If one third or more of the school site's VESPA & VUEA bargaining units' members (full-time, part-time, or itinerant), voting by secret ballot, vote affirmatively on the proposal, the proposal goes to the School Site Council for consideration. VESPA /VUEA Site Representatives shall oversee the process. Absentee ballots may be allowed.

The initial vote must be held before November 1st. Successful proposals must be submitted to the School Site Council before December 1.

42.5.3 School Site Council Approval

The proposal shall proceed to the existing School Site Council for approval or disapproval. If approved, the proposal shall proceed to the District Steering Council.

If SSC meetings are held during the regular school day, release time shall be provided for bargaining unit members to serve on this council.

The School Site Council must act on the proposal prior to December 15.

42.5.4 District Steering Council Approval

No later than January 15, the council shall:

- a. Review the proposed plan for alignment with the VESPA/VUSD Contract, board policy, Education Code, State and Federal Law, Personnel Commission Rules and Regulations, and/or other laws and regulations.
- b. Approve or reject the proposed plan.
- c. Act as an appeals board in cases of disagreement at the SSC level.
- d. Set the deadline for the final school site vote.

If DSC meetings are held during the regular school day, release time shall be provided for bargaining unit members to serve on this council.

42.5.5 Final School Site Approval Voting

- If the DSC approves the proposal, a final site election shall be held by February 15.
- To approve a proposal, two-thirds or more of the school site's VESPA, and two-thirds or more of the school site's VUEA bargaining units members voting by secret ballot, must vote as follows:

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

1. All aspects of the elections shall be conducted and overseen by VESPA and VUEA, respectively.
2. All current full-time, part-time and/or itinerant site bargaining unit members are eligible to vote.
3. Election will be held over a minimum of five (5) working days.
4. Absentee ballots shall be allowed.
5. Two-thirds (2/3) of eligible staff members must vote to make it a legitimate election.
 - a. The final affirmative vote count must be at least 60% of all eligible bargaining unit members at the site.
6. Voters will be provided the opportunity to abstain. Abstentions will not be factored into the results.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 43
PROFESSIONAL COURTESY

- 43.1 Any bargaining unit member shall be allowed to establish residence for purposes of determining where the child of such member shall attend school in any regular education program, by (a) the actual residence of the member or the child if the child does not reside with the member, or (b) the site where the bargaining unit member is assigned to work within the District, at the employee's option.
- 43.2 In addition, bargaining unit members are granted other options to alleviate transportation, childcare and/or school preferences concerns of the employees. For purposes of this agreement, "regular education program" is defined as any program where enrollment is based on residence. "Regular education program" does not include special education programs made available under the individuals with Disabilities in Education Act (20 U.S.C. Section 1401) et seq. and Education Code Section 56000 et seq.
- 43.3 Any past practice alleged in the unfair charges or complaints in PERB Case No. LA-CE-3695 or PERB Case No. LA-CE-3696 regarding where a bargaining unit member's child could attend school within the District is hereby extinguished. The exclusive means for determining where a bargaining unit member's child shall attend school within the District shall be based on Paragraph 1 above, as well as any District policies that are made available to residents of the District in general. Children of bargaining unit members may continue to attend school at the schools they currently attend until such time as they graduate or matriculate from those schools.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

43.4 Bargaining unit member option chart.

If a bargaining unit member's worksite is in column one, they may enroll their children at their worksite or the options indicated:

ELEMENTARY SCHOOL	MIDDLE SCHOOL	HIGH SCHOOL
ATLAS	Balboa	Buena
Blanche Reynolds	Cabrillo	Ventura
Citrus Glen	Balboa	Buena
Elmhurst	Anacapa	Buena
E.P. Foster	De Anza (DATA)	Ventura
Juanamaria	Balboa	Buena
Junipero Serra	Balboa	Buena
Lincoln	Cabrillo	Ventura
Loma Vista	Cabrillo	Ventura
Montalvo	Anacapa or Balboa	Ventura or Buena
Mound	Balboa	Buena
Pierpont	Cabrillo	Ventura
Poinsettia	Anacapa or Balboa	Buena
Portola	Anacapa or Balboa	Buena
Sunset	De Anza (DATA)	Ventura
Sheridan Way	De Anza (DATA)	Ventura
Will Rogers	Cabrillo	Ventura
MIDDLE SCHOOL	HIGH SCHOOL	ELEMENTARY SCHOOL
Anacapa	Ventura	Elmhurst
Balboa	Buena	Poinsettia
Cabrillo	Ventura	Lincoln
De Anza (DATA)	Ventura	E.P. Foster
HIGH SCHOOL	ELEMENTARY SCHOOL	MIDDLE SCHOOL
Buena	Elmhurst	Anacapa or Balboa
El Camino	Elmhurst	Anacapa
Foothill	Poinsettia	Anacapa
Pacific	Elmhurst	Anacapa
Ventura	Loma Vista	Cabrillo
OTHER SITES	ELEMENTARY SCHOOL	SECONDARY SCHOOLS
Adult Education	Montalvo	Anacapa, Balboa & Ventura
Education Service Center	E.P. Foster	De Anza (DATA) & Ventura
Transportation/ESC	E.P. Foster	De Anza (DATA) & Ventura
Transportation/Cabrillo	Lincoln	Cabrillo & Ventura
Transportation/ATLAS	ATLAS	Balboa & Buena
Transportation/Crooked Palm	E.P. Foster	De Anza (DATA) & Ventura
Project Secure	Poinsettia	Anacapa & Buena
Facilities/BHS	Elmhurst	Anacapa & Buena
Foothill Technology High	Poinsettia	Anacapa & Buena
Warehouse (Day Road)	Poinsettia	Anacapa & Buena

This agreement was made between the Ventura Unified School District ("District") and the Ventura Classified Employees Association in settlement of PERB Case No. LA-CE-3695 and PERB Case No. LA-CE 3696 (collectively referred to as "Unions") on January 10, 1997.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 44
SEVERABILITY

- 44.1 Savings Clause: If during the life of this Agreement there exists any applicable law or any applicable rule, regulation, or order issued by governmental authority other than the District which shall render invalid or restrain compliance with or enforcement of any provision of the agreement, such provision shall be immediately suspended and be of no effect hereunder so long as such law, rule, regulation, or order shall remain in effect. Such invalidation of a part or portion of this Agreement shall not invalidate any remaining portions which shall continue in full force and effect.
- 44.2 Maintenance of Conditions: For the life of this Agreement, the District will maintain its current written policies on leaves, transfers, safety conditions, procedures for evaluations, wages, health and welfare benefits, and hours of employment, or accept these items in the contract as they have been modified during the current negotiations. The District shall also maintain current written settlement agreements between the parties to this agreement.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 45
SUPPORT OF AGREEMENT

- 45.1 The District and the Association agree that it is to their mutual benefit to encourage the resolution of differences through the Meet and Negotiate Process. Therefore, it is agreed that the District and the Association will support this agreement for its term and will not appear before any public bodies to seek change or improvement in any matters contained therein except by mutual agreement of the District and the Association.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 46
TERM

- 46.1 Except as provided elsewhere in this Agreement, the term of this Agreement shall be July 1, 2018 to and including June 30, 2021 and shall remain in effect until a successor Agreement is reached.
- 46.1.1 In both years, 2019-2020 and 2020-2021, salary and health and welfare benefits will be re-opened.
- 46.1.2 In addition, 2019-2020 and 2020-2021, both VESPA and VUSD will each have the option of negotiating two contract language issues.
- 46.2 Successor Agreement
- 46.2.1 On or before July 1, 2021 either party may submit a request to negotiate a successor Agreement along with their initial proposal for such successor Agreement.
- 46.2.2 Negotiations pursuant to this section shall begin within five (5) days after fulfillment of the public notice requirements.
- 46.3 Contract Extension
VUSD and VESPA agree that the current contract (2018-2021) will be extended for one (1) additional year, and will expire on June 30, 2022.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ARTICLE 47
COMPLETION OF NEGOTIATIONS

- 47.1 This Agreement contains the agreement of the parties to all existing matters. Nothing herein precludes the parties, by mutual consent, to meet and negotiate on any subject within the scope of bargaining. Neither party can demand further negotiations on any subject unless it is an express provision of this Agreement.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

APPENDIX A
Unit Modification Order

PUBLIC EMPLOYMENT RELATIONS BOARD

VENTURA UNIFIED SCHOOL DISTRICT,
Employer,
and
VENTURA CLASSIFIED EMPLOYEES
ASSOCIATION,
Exclusive Representative.

Case Numbers: LA-U1-424, R-146A, B & C

Date Exclusive Representation Obtained:

Voluntary Recognition: _____

PERB Certification: June 4, 1985

Consent Election

Directed Election



UNIT MODIFICATION ORDER

TITLE OF UNIT: Merged Wall Unit

Pursuant to authority vested in the undersigned by the Public Employment Relations Board, the following modification of the above-referenced unit is approved.

See Attachment

This unit modification Order shall not be considered to be a certification for the purpose of computing time limits pursuant to PERB Regulation 32754.

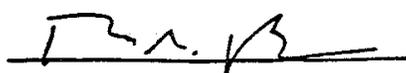
Issuance of this Order should not be interpreted to mean that the Board would find this unit, as modified, to be an appropriate unit in a disputed case.

Signed at Los Angeles, California

On the 19th day of May, 1987

On behalf of
PUBLIC EMPLOYMENT RELATIONS BOARD

PERB-1650 (10/82)


Regional Director

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

ATTACHMENT

Shall INCLUDE: Permanent and probationary classified employees, including those in the following classifications: Custodian IV, Gardener III, Warehouse Assistant, Delivery Messenger, Warehouse Specialist, Elementary Cashier, Cafeteria Assistant I, Cafeteria Assistant II, Cafeteria Manager I, Cafeteria Manager II, Cafeteria Manager III, Bus Driver/Gardener, Bus Driver/Part Time, Garage Attendant/Bus Driver, Mechanic Assistant/Bus Driver, Custodian I, Custodian II, Pool Attendant/Custodian, Custodian III, Gardener I, Gardener II, Mower Operator, Maintenance Trades Helper, Maintenance Trades Assistants, Audio-Visual Technicians, Carpenter, Plumber, Electrician, Painter, Sheet Metal Worker, Glazier, Locksmith, Refrigeration Mechanic, Roofer, Instructional Aide - ESEA, Instructional Aide - ECE, Instructional Aide - Special Education, Instructional Aide - Teacher Assistant, Special Education Vocational Specialist, All clerical and secretarial, but not limited to Clerical Aides, Data Processing Class, Accounting Class, Library Clerk, Library Assistant, Elementary, Instructional Material Clerk, Brailist, Elementary Secretary, Senior Clerk, Personnel Clerk, Intermediate Clerk, Junior Clerk, PBX Operator Receptionist, Steno Secretary II, Steno Secretary III, Account Clerks I, II, Purchasing Clerk, Buyer I, II, Publications Clerk, EDP Programmer/Computer Operator, Senior Clerk/Publication Helper.

Shall EXCLUDE: All certificated employees; all casual, temporary, limited term, or provisional personnel such as substitutes, CETA, and WIN program personnel; and non-classified personnel such as Noon Duty or Playground Supervisors, Accompanists, and Athletic Aides; all Management and Supervisory employees such as Business Manager, Director of Building/Grounds/Transportation, Assistant Director of Buildings/Grounds/Transportation, Director of Food Services, all confidential employees such as Secretary to the Superintendent, Secretary to the Associate Superintendent, Secretary to the Assistant Superintendent, Secretaries and Secretary-Clerks under the Personnel Director, and Bookkeeper, all Management, Supervisory and Confidential as defined in the EERA.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

I declare that I am employed in the county of Los Angeles, California.
I am over the age of eighteen years, and not a party to the within
entitled cause; my business address is 3470 Wilshire Blvd., Suite 1001,
Los Angeles, California 90010. On May 19, 1987, I served
the attached Unit Modification Order, LA-UM-424 Ventura USD
on the party(ies) listed below by placing a true copy thereof enclosed in
a sealed envelope with postage thereon fully prepaid, in the United States
Mail at Los Angeles, California addressed as follows:

Dr. John Wolfe, Assoc. Superintendent
Ventura Unified School District
295 South Arcade Drive
Ventura, California 93003

Robert Hilleman, Organizational Spec.
National Education Association
One Waters Park Drive, Suite #130
San Mateo, California 94403

I declare under penalty of perjury that the foregoing is true and correct,
and that this declaration was executed on May 19, 1987, at
Los Angeles, California.

Deidra Joyce McKinlev
(Type or print name)

72


(Signature)

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

APPENDIX B
California Education Code, Section 45136



State of California

EDUCATION CODE

Section 45136

45136. All probationary and permanent part-time classified employees shall be entitled to sick leave, and all other benefits conferred by law on classified employees. Part-time employees shall be entitled to all leaves and benefits granted by the governing board to a majority of the regular full-time employees in the classified service of the district or to regular full-time employees in the same classified positions or general class of positions; but such leaves and benefits may be prorated in the same ratio as the regular work hours per day, days per week, weeks per month, or months per year of such part-time employees bear to eight hours per day, 40 hours per calendar week, four calendar weeks per month, or 12 calendar months during the school year.

Except for prorating benefits for part-time employees as herein authorized, the governing board shall provide at least the same benefits for all regular employees in the classified service as it provides for the majority of such employees.

Nothing in this section shall be construed to prohibit the granting of additional benefits for some employees in recognition of nature of work, level of classification, or length of service.

This section shall not apply to employees properly designated as substitute, short-term, or limited-term employees, as defined in Sections 45103 and 45286 of this code, unless such employees are specifically included by a governing board, or by a personnel commission for those districts included under the provisions of Article 6 (commencing with Section 45240) of this chapter.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

This section shall not apply to those benefits authorized under the provisions of Article 1 (commencing with Section 53200) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

(Enacted by Stats. 1976, Ch. 1010.)

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

APPENDIX C
California Education Code, Section 45298



State of California

EDUCATION CODE

Section 45298

45298. (a) A person laid off because of lack of work or lack of funds shall be eligible for reemployment for a period of 39 months as follows:

(1) The person's reemployment shall take preference over new applicants.

(2) The person shall have the right to participate in promotional examinations within the district during the period of 39 months.

(3) If the person is reemployed in a new position and fails to complete the probationary period in the new position, he or she shall be returned to the reemployment list for the remainder of the 39-month period. The remaining time period shall be calculated as the time remaining in the 39-month period as of the date of reemployment.

(b) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff or to remain in his or her present position rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months, provided that the same tests of fitness under which the employee qualified for appointment to the class still apply. The personnel commission shall make the determination of the specific period eligibility for reemployment on a class-by-class basis.

(c) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in his or her former class or to a position with increased assigned time as vacancies become available, and without limitation of time, but if there is a valid reemployment list the employee shall be ranked on that list in accordance with his or her proper seniority.

(Amended by Stats. 2012, Ch. 586, Sec. 1. (AB 2307) Effective January 1, 2013.)

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

APPENDIX D
California Education Code, Section 45309



State of California

EDUCATION CODE

Section 45309

45309. Any permanent classified employee of a school district who voluntarily resigns from his permanent classified position may be reinstated or reemployed by the governing board of the district, within 39 months after his last day of paid service and without further competitive examination, to a position in his former classification as a permanent or limited-term employee, or as a permanent or limited-term employee in a related lower class or a lower class in which the employee formerly had permanent status.

If the governing board elects to reinstate or reemploy a person as a permanent employee under the provisions of this section, it shall disregard the break in service of the employee and classify him as, and restore to him all of the rights, benefits and burdens of a permanent employee in the class to which he is reinstated or reemployed.

(Enacted by Stats. 1976, Ch. 1010.)

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

APPENDIX E



Effective 07/01/2018*

SALARY RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	MONTHLY	HOURLY								
140	\$2,131	\$12.25	\$2,260	\$13.00	\$2,388	\$13.72	\$2,523	\$14.50	\$2,674	\$15.37
145	\$2,194	\$12.61	\$2,324	\$13.36	\$2,460	\$14.14	\$2,598	\$14.93	\$2,751	\$15.81
150	\$2,260	\$13.00	\$2,388	\$13.72	\$2,523	\$14.50	\$2,674	\$15.37	\$2,831	\$16.27
155	\$2,324	\$13.36	\$2,460	\$14.14	\$2,598	\$14.93	\$2,751	\$15.81	\$2,914	\$16.75
160	\$2,388	\$13.72	\$2,523	\$14.50	\$2,674	\$15.37	\$2,831	\$16.27	\$2,992	\$17.20
165	\$2,460	\$14.14	\$2,598	\$14.93	\$2,751	\$15.81	\$2,914	\$16.75	\$3,080	\$17.70
170	\$2,523	\$14.50	\$2,674	\$15.37	\$2,831	\$16.27	\$2,992	\$17.20	\$3,165	\$18.19
175	\$2,598	\$14.93	\$2,751	\$15.81	\$2,914	\$16.75	\$3,080	\$17.70	\$3,259	\$18.73
180	\$2,674	\$15.37	\$2,831	\$16.27	\$2,992	\$17.20	\$3,165	\$18.19	\$3,349	\$19.25
185	\$2,751	\$15.81	\$2,914	\$16.75	\$3,080	\$17.70	\$3,259	\$18.73	\$3,447	\$19.81
190	\$2,831	\$16.27	\$2,992	\$17.20	\$3,165	\$18.19	\$3,349	\$19.25	\$3,536	\$20.32
195	\$2,914	\$16.75	\$3,080	\$17.70	\$3,259	\$18.73	\$3,447	\$19.81	\$3,641	\$20.93
200	\$2,992	\$17.20	\$3,165	\$18.19	\$3,349	\$19.25	\$3,536	\$20.32	\$3,750	\$21.55
205	\$3,080	\$17.70	\$3,259	\$18.73	\$3,447	\$19.81	\$3,641	\$20.93	\$3,853	\$22.14
210	\$3,165	\$18.19	\$3,349	\$19.25	\$3,536	\$20.32	\$3,750	\$21.55	\$3,964	\$22.78
215	\$3,259	\$18.73	\$3,447	\$19.81	\$3,641	\$20.93	\$3,853	\$22.14	\$4,075	\$23.42
220	\$3,349	\$19.25	\$3,536	\$20.32	\$3,750	\$21.55	\$3,964	\$22.78	\$4,198	\$24.13
225	\$3,447	\$19.81	\$3,641	\$20.93	\$3,853	\$22.14	\$4,075	\$23.42	\$4,312	\$24.78
230	\$3,536	\$20.32	\$3,750	\$21.55	\$3,964	\$22.78	\$4,198	\$24.13	\$4,441	\$25.52
235	\$3,641	\$20.93	\$3,853	\$22.14	\$4,075	\$23.42	\$4,312	\$24.78	\$4,568	\$26.25
240	\$3,750	\$21.55	\$3,964	\$22.78	\$4,198	\$24.13	\$4,441	\$25.52	\$4,697	\$26.99
245	\$3,853	\$22.14	\$4,075	\$23.42	\$4,312	\$24.78	\$4,568	\$26.25	\$4,833	\$27.78
250	\$3,964	\$22.78	\$4,198	\$24.13	\$4,441	\$25.52	\$4,697	\$26.99	\$4,971	\$28.57
255	\$4,075	\$23.42	\$4,312	\$24.78	\$4,568	\$26.25	\$4,833	\$27.78	\$5,111	\$29.37
260	\$4,198	\$24.13	\$4,441	\$25.52	\$4,697	\$26.99	\$4,971	\$28.57	\$5,263	\$30.25
265	\$4,312	\$24.78	\$4,568	\$26.25	\$4,833	\$27.78	\$5,111	\$29.37	\$5,413	\$31.11
270	\$4,441	\$25.52	\$4,697	\$26.99	\$4,971	\$28.57	\$5,263	\$30.25	\$5,566	\$31.99
275	\$4,568	\$26.25	\$4,833	\$27.78	\$5,111	\$29.37	\$5,413	\$31.11	\$5,719	\$32.87
280	\$4,697	\$26.99	\$4,971	\$28.57	\$5,263	\$30.25	\$5,566	\$31.99	\$5,884	\$33.82
285	\$4,833	\$27.78	\$5,111	\$29.37	\$5,413	\$31.11	\$5,719	\$32.87	\$6,055	\$34.80
290	\$4,971	\$28.57	\$5,263	\$30.25	\$5,566	\$31.99	\$5,884	\$33.82	\$6,228	\$35.79
295	\$5,111	\$29.37	\$5,413	\$31.11	\$5,719	\$32.87	\$6,055	\$34.80	\$6,411	\$36.84
300	\$5,263	\$30.25	\$5,566	\$31.99	\$5,884	\$33.82	\$6,228	\$35.79	\$6,593	\$37.89
305	\$5,413	\$31.11	\$5,719	\$32.87	\$6,055	\$34.80	\$6,411	\$36.84	\$6,780	\$38.97
310	\$5,566	\$31.99	\$5,884	\$33.82	\$6,228	\$35.79	\$6,593	\$37.89	\$6,978	\$40.10
315	\$5,719	\$32.87	\$6,055	\$34.80	\$6,411	\$36.84	\$6,780	\$38.97	\$7,178	\$41.25
320	\$5,884	\$33.82	\$6,228	\$35.79	\$6,593	\$37.89	\$6,978	\$40.10	\$7,383	\$42.43
325	\$6,055	\$34.80	\$6,411	\$36.84	\$6,780	\$38.97	\$7,178	\$41.25	\$7,592	\$43.63
330	\$6,228	\$35.79	\$6,593	\$37.89	\$6,978	\$40.10	\$7,383	\$42.43	\$7,812	\$44.90
335	\$6,411	\$36.84	\$6,780	\$38.97	\$7,178	\$41.25	\$7,592	\$43.63	\$8,039	\$46.20
340	\$6,593	\$37.89	\$6,978	\$40.10	\$7,383	\$42.43	\$7,812	\$44.90	\$8,272	\$47.54
345	\$6,780	\$38.97	\$7,178	\$41.25	\$7,592	\$43.63	\$8,039	\$46.20	\$8,512	\$48.92
350	\$6,978	\$40.10	\$7,383	\$42.43	\$7,812	\$44.90	\$8,272	\$47.54	\$8,759	\$50.34
355	\$7,178	\$41.25	\$7,592	\$43.63	\$8,039	\$46.20	\$8,512	\$48.92	\$9,013	\$51.80
360	\$7,383	\$42.43	\$7,812	\$44.90	\$8,272	\$47.54	\$8,759	\$50.34	\$9,274	\$53.30
365	\$7,592	\$43.63	\$8,039	\$46.20	\$8,512	\$48.92	\$9,013	\$51.80	\$9,542	\$54.84
370	\$7,812	\$44.90	\$8,272	\$47.54	\$8,759	\$50.34	\$9,274	\$53.30	\$9,819	\$56.43

* On 04/09/2019, Board of Education approved 2% on-schedule salary increase, and .25% increase to longevity increments, retroactive to 07/01/2018.

LONGEVITY INCREMENTS ARE CALCULATED BY AN ADDITIONAL:

- 1.20% of base salary per year after completing 4 years of service.
- 4.10% of base salary per year after completing 9 years of service.
- 7.08% of base salary per year after completing 14 years of service.
- 10.15% of base salary per year after completing 19 years of service.
- 13.31% of base salary per year after completing 24 years of service.

NOTE:

Individual positions that require special skills or have other unique designations that other positions within the same classification do not require are provided with additional stipends as follows:

1. Positions designated as Confidential receive an additional 5.03% differential.
2. Positions designated as requiring Bilingual skills receive an additional 2.9% differential.
3. Positions designated as requiring Shorthand skills receive an additional 2.9% differential.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022



2018-2019 CLASSIFIED REPRESENTED and CONFIDENTIAL SALARY SCHEDULE

ACCOUNTING			INSTRUCTIONAL		
CODE	CLASSIFICATION TITLE	RANGE	CODE	CLASSIFICATION TITLE	RANGE
A46	Accounting Assistant	210	E47	Athletic Equipment Attendant Custodian	200
A48	Accounting Specialist	225	E29	Behavior Intervention Specialist	280
A20	Accounting Technician	245	E43	Behavior Support Assistant	190
A41	ASB Accounting Technician	210	E35	Braille Transcriber	215
A22	Attendance Accounting Specialist	225	E52	Campus Supervisor	165
A47	Attendance Assistant	200	E32	Certified Speech and Language Pathology Assistant	275
A32	Attendance Technician	210	E65	Child Care Assistant	155
A21	Employee Benefits Specialist	230	E58	Child Care Assistant-Children's Center	175
A30	Financial Aid Technician	245	E39	Child Care Teacher- Infant Toddler	200
A19	Payroll Coordinator	250	E25	Child Development Site Leader	260
A35	Payroll Technician	210	E38	Child Development Teacher	220
A31	Senior Accounting Assistant	230	E57	Child Guidance Assistant	175
CLERICAL/SECRETARIAL			E34	College/Career Technician	215
B50	Administrative Specialist	230	E31	Educational Sign Language Interpreter	305
B28	Administrative Specialist-Legal	250	E37	Family Liaison	215
B34	Assessment Technician	225	E20	Family Resource Center Specialist	255
B25	Child Welfare/Attendance Specialist	245	E41	Inclusion Assistant	180
B48	District Receptionist	190	E60	Language Assessment Technician	175
B30	District Testing Specialist	225	E30	Lead Educational Sign Language Interpreter	320
B33	District Translator	215	E54	Medical Occupations Lab Assistant	200
B59	Elementary School Services Assistant	190	E49	Noon Duty/Playground Supervisor	140
B20	Executive Assistant	255	E56	Paraeducator	175
B19	Executive Assistant to Superintendent	295	E51	Paraeducator-After School Music Program	180
B32	Facilities Use Technician	230	E50	Paraeducator-After School Programs	180
B62	Health Assistant	190	E53	Paraeducator-Computer Lab	185
B60	Health Technician	195	E55	Paraeducator-Special Education	180
B40	LEA/MAA Specialist	210	E59	Paraeducator-Speech and Language	185
B63	Library Technician I	190	E36	Parent-Teacher Liaison	215
B64	Library Technician II	200	E46	PE Equipment Attendant	190
B61	Office Assistant	190	E33	Special Education Vocational Specialist	240
B24	Records Specialist	245	E40	Studio Production Assistant	215
B39	Records Technician	210	MAINTENANCE & OPERATIONS		
B37	School Administrative Assistant I	225	F46	Audio-Visual Technician	250
B36	School Administrative Assistant II	230	F57	Building Trades Mechanic	250
B35	School Administrative Assistant III	230	F47	Carpenter	250
B49	School Office Receptionist	180	F67	Custodian	200
B43	School Support Secretary	210	F45	Custodian Trainer	220
B51	Senior Administrative Specialist	250	F48	Electrician	250
B41	Senior Office Assistant	210	F49	Glazier	250
B38	Special Project Technician	225	F62	Grounds Equipment Operator	215
CHILD NUTRITION			F66	Grounds Maintenance Worker I	210
D63	Child Nutrition Assistant I	155	F64	Grounds Maintenance Worker II	220
D62	Child Nutrition Assistant II	170	F68	Grounds Maintenance Worker-HS	210
D61	Child Nutrition Assistant III	180	F38	Head Custodian I	220
D37	Child Nutrition Mgr Contract Program	220	F37	Head Custodian II	230
D38	Child Nutrition Manager Elementary	215	F54	HVAC-Refrigeration Technician	250
D36	Child Nutrition Manager Secondary	230	F61	Integrated Pest Management Technician	220
D22	Farm to School Operations Specialist	235	F40	Lead Building Trades Mechanic	260
D21	Food & Nutrition Services Operations Specialist	235	F42	Lead Custodian	220
D20	Nutrition Specialist	245	F43	Lead Grounds Maintenance Worker	230
D15	Registered Dietitian	255	F50	Locksmith	250
D35	School Gardens Specialist	220	F58	Maintenance & Operations Technician	230
HUMAN RESOURCES			F56	Metal Worker-Welder	250
G43	Employment Training Assistant	215	F51	Painter	250
G12	Human Resources Analyst- Classified	255	F53	Plumber I	250
G46	Human Resources Assistant	210	F44	Plumber II	255
G21	Human Resources Specialist-Certificated	240	F63	Pool Attendant-Custodian	215
G31	Human Resources Technician	230	F55	Roofer	250
G42	Job Developer	225	F60	Sprinkler Systems Technician	230
G20	Job Placement Specialist	240	F65	Trades Maintenance Worker I	210
			F59	Trades Maintenance Worker II	230

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022



2018-2019 CLASSIFIED REPRESENTED and CONFIDENTIAL SALARY SCHEDULE

MEDICAL SERVICES		
CODE	CLASSIFICATION TITLE	RANGE
M31	Certified Occupational Therapy Assistant	275
M40	Licensed Nurse	
<i>Level I</i>	LVN/LPN	300
<i>Level II</i>	RN	325
<i>Level III</i>	RN, with CA State School Audiometrist Cert.	370
M21	School Occupational Therapist	360
PUBLICATIONS		
H31	Graphics Technician	220
PURCHASING		
J32	Buyer	245
J47	Mail Courier	200
J31	Senior Buyer	255
J48	Warehouse Worker/Delivery Driver	215
TECHNOLOGY		
C60	Computer Repair Technician	215
C46	Computer Support Specialist	235
C35	Computer/Telephone Support Specialist	235
C20	Database/Network Analyst	275
C21	Information Systems Analyst	270
C25	Lead Technology Specialist	260
C22	Network and Systems Specialist	275
C30	Student Data Specialist	260
C47	Student Data Technician	215
C26	Technology Projects Specialist	260
C32	Technology Specialist	255
TRANSPORTATION		
K62	Bus Driver	220
K55	Bus Driver Dispatcher	225
K46	Mechanic I	230
K41	Mechanic II	260
K63	Transportation Operations Asst./Bus Driver	215
K49	Transportation Safety & Training Specialist	230
K64	Transportation Utility Worker/Bus Driver	215

Last Update: 06/20/2019

CONTRACT OF AGREEMENT

Between the Ventura Unified School District and the Ventura Education Support Professionals Association

2018 - 2022



Effective 07/01/2019*

SALARY RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	MONTHLY	HOURLY								
140			\$2,271	\$13.64	\$2,505	\$14.39	\$2,647	\$15.21	\$2,805	\$16.12
145			\$2,438	\$14.01	\$2,581	\$14.83	\$2,725	\$15.66	\$2,886	\$16.58
150	\$2,371	\$13.63	\$2,505	\$14.39	\$2,647	\$15.21	\$2,805	\$16.12	\$2,970	\$17.07
155	\$2,438	\$14.01	\$2,581	\$14.83	\$2,725	\$15.66	\$2,886	\$16.58	\$3,057	\$17.57
160	\$2,505	\$14.39	\$2,647	\$15.21	\$2,805	\$16.12	\$2,970	\$17.07	\$3,139	\$18.04
165	\$2,581	\$14.83	\$2,725	\$15.66	\$2,886	\$16.58	\$3,057	\$17.57	\$3,231	\$18.57
170	\$2,624	\$15.08	\$2,781	\$15.98	\$2,944	\$16.92	\$3,112	\$17.89	\$3,292	\$18.92
175	\$2,702	\$15.53	\$2,861	\$16.44	\$3,031	\$17.42	\$3,203	\$18.41	\$3,389	\$19.48
180	\$2,781	\$15.98	\$2,944	\$16.92	\$3,112	\$17.89	\$3,292	\$18.92	\$3,483	\$20.02
185	\$2,861	\$16.44	\$3,031	\$17.42	\$3,203	\$18.41	\$3,389	\$19.48	\$3,585	\$20.60
190	\$2,922	\$16.79	\$3,088	\$17.75	\$3,266	\$18.77	\$3,456	\$19.87	\$3,649	\$20.97
195	\$3,007	\$17.29	\$3,179	\$18.27	\$3,363	\$19.33	\$3,557	\$20.44	\$3,758	\$21.60
200	\$3,008	\$17.75	\$3,266	\$18.77	\$3,456	\$19.87	\$3,649	\$20.97	\$3,870	\$22.24
205	\$3,179	\$18.27	\$3,363	\$19.33	\$3,557	\$20.44	\$3,758	\$21.60	\$3,976	\$22.85
210	\$3,212	\$18.46	\$3,399	\$19.54	\$3,589	\$20.62	\$3,806	\$21.87	\$4,023	\$23.12
215	\$3,308	\$19.01	\$3,499	\$20.11	\$3,696	\$21.24	\$3,911	\$22.47	\$4,136	\$23.77
220	\$3,399	\$19.54	\$3,589	\$20.62	\$3,806	\$21.87	\$4,023	\$23.12	\$4,261	\$24.49
225	\$3,499	\$20.11	\$3,696	\$21.24	\$3,911	\$22.47	\$4,136	\$23.77	\$4,377	\$25.15
230	\$3,554	\$20.42	\$3,769	\$21.66	\$3,984	\$22.89	\$4,219	\$24.25	\$4,463	\$25.65
235	\$3,659	\$21.03	\$3,872	\$22.25	\$4,095	\$23.54	\$4,334	\$24.90	\$4,591	\$26.38
240	\$3,769	\$21.66	\$3,984	\$22.89	\$4,219	\$24.25	\$4,463	\$25.65	\$4,720	\$27.12
245	\$3,872	\$22.25	\$4,095	\$23.54	\$4,334	\$24.90	\$4,591	\$26.38	\$4,857	\$27.92
250	\$3,984	\$22.89	\$4,219	\$24.25	\$4,463	\$25.65	\$4,720	\$27.12	\$4,996	\$28.71
255	\$4,095	\$23.54	\$4,334	\$24.90	\$4,591	\$26.38	\$4,857	\$27.92	\$5,137	\$29.52
260	\$4,219	\$24.25	\$4,463	\$25.65	\$4,720	\$27.12	\$4,996	\$28.71	\$5,289	\$30.40
265	\$4,334	\$24.90	\$4,591	\$26.38	\$4,857	\$27.92	\$5,137	\$29.52	\$5,440	\$31.27
270	\$4,463	\$25.65	\$4,720	\$27.12	\$4,996	\$28.71	\$5,289	\$30.40	\$5,594	\$32.15
275	\$4,591	\$26.38	\$4,857	\$27.92	\$5,137	\$29.52	\$5,440	\$31.27	\$5,748	\$33.03
280	\$4,720	\$27.12	\$4,996	\$28.71	\$5,289	\$30.40	\$5,594	\$32.15	\$5,913	\$33.99
285	\$4,857	\$27.92	\$5,137	\$29.52	\$5,440	\$31.27	\$5,748	\$33.03	\$6,085	\$34.97
290	\$4,996	\$28.71	\$5,289	\$30.40	\$5,594	\$32.15	\$5,913	\$33.99	\$6,259	\$35.97
295	\$5,137	\$29.52	\$5,440	\$31.27	\$5,748	\$33.03	\$6,085	\$34.97	\$6,443	\$37.02
300	\$5,289	\$30.40	\$5,594	\$32.15	\$5,913	\$33.99	\$6,259	\$35.97	\$6,626	\$38.08
305	\$5,440	\$31.27	\$5,748	\$33.03	\$6,085	\$34.97	\$6,443	\$37.02	\$6,814	\$39.16
310	\$5,594	\$32.15	\$5,913	\$33.99	\$6,259	\$35.97	\$6,626	\$38.08	\$7,013	\$40.30
315	\$5,748	\$33.03	\$6,085	\$34.97	\$6,443	\$37.02	\$6,814	\$39.16	\$7,214	\$41.46
320	\$5,913	\$33.99	\$6,259	\$35.97	\$6,626	\$38.08	\$7,013	\$40.30	\$7,420	\$42.64
325	\$6,085	\$34.97	\$6,443	\$37.02	\$6,814	\$39.16	\$7,214	\$41.46	\$7,630	\$43.85
330	\$6,259	\$35.97	\$6,626	\$38.08	\$7,013	\$40.30	\$7,420	\$42.64	\$7,851	\$45.12
335	\$6,443	\$37.02	\$6,814	\$39.16	\$7,214	\$41.46	\$7,630	\$43.85	\$8,079	\$46.43
340	\$6,626	\$38.08	\$7,013	\$40.30	\$7,420	\$42.64	\$7,851	\$45.12	\$8,313	\$47.78
345	\$6,814	\$39.16	\$7,214	\$41.46	\$7,630	\$43.85	\$8,079	\$46.43	\$8,555	\$49.16
350	\$7,013	\$40.30	\$7,420	\$42.64	\$7,851	\$45.12	\$8,313	\$47.78	\$8,803	\$50.59
355	\$7,214	\$41.46	\$7,630	\$43.85	\$8,079	\$46.43	\$8,555	\$49.16	\$9,058	\$52.06
360	\$7,420	\$42.64	\$7,851	\$45.12	\$8,313	\$47.78	\$8,803	\$50.59	\$9,320	\$53.57
365	\$7,630	\$43.85	\$8,079	\$46.43	\$8,555	\$49.16	\$9,058	\$52.06	\$9,590	\$55.11
370	\$7,851	\$45.12	\$8,313	\$47.78	\$8,803	\$50.59	\$9,320	\$53.57	\$9,868	\$56.71

* On 06/18/2020, Board of Education approved .50% on-schedule salary increase for the 2019-20, 2020-21 and 2021-22 school year, and create a 29 YOS - 16.46% longevity increments, retroactive to 07/01/2019.

** On 01/01/2020, Minimum Wage Increased to \$13.00 per hour.

LONGEVITY INCREMENTS ARE CALCULATED BY AN ADDITIONAL:

- 1.20% of base salary per year after completing 4 years of service.
- 4.10% of base salary per year after completing 9 years of service.
- 7.08% of base salary per year after completing 14 years of service.
- 10.15% of base salary per year after completing 19 years of service.
- 13.31% of base salary per year after completing 24 years of service.
- 16.46% of base salary per year after completing 29 years of service.

NOTE:

Individual positions that require special skills or have other unique designations that other positions within the same classification do not require are provided with additional stipends as follows:

1. Positions designated as Confidential receive an additional 5.03% differential.
2. Positions designated as requiring Bilingual skills receive an additional 2.9% differential.
3. Positions designated as requiring Shorthand skills receive an additional 2.9% differential.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022



2019-2020 CLASSIFIED REPRESENTED and CONFIDENTIAL SALARY SCHEDULE

ACCOUNTING			CHILD NUTRITION		
CODE	CLASSIFICATION TITLE	RANGE	CODE	CLASSIFICATION TITLE	RANGE
A46	Accounting Assistant	210	D63	Child Nutrition Assistant I	160
A48	Accounting Specialist	225	D62	Child Nutrition Assistant II	175
A20	Accounting Technician	245	D61	Child Nutrition Assistant III	180
A41	ASB Accounting Technician	210	D37	Child Nutrition Mgr Contract Program	220
A22	Attendance Accounting Specialist	225	D38	Child Nutrition Manager Elementary	215
A47	Attendance Assistant	200	D36	Child Nutrition Manager Secondary	230
A32	Attendance Technician	210	D22	Farm to School Operations Specialist	235
A21	Employee Benefits Specialist	230	D21	Food & Nutrition Services Operations Specialist	235
A30	Financial Aid Technician	245	D20	Nutrition Specialist	245
A19	Payroll Coordinator	250	D15	Registered Dietitian	255
A35	Payroll Technician	230	D35	School Gardens Specialist	220
A31	Senior Accounting Assistant	230			
CLERICAL/SECRETARIAL			HUMAN RESOURCES		
B50	Administrative Specialist	230	G43	Employment Training Assistant	215
B28	Administrative Specialist-Legal	250	G12	Human Resources Analyst- Classified	255
B34	Assessment Technician	225	G46	Human Resources Assistant	210
B25	Child Welfare/Attendance Specialist	245	G22	Human Resources Specialist	240
B48	District Receptionist	190	G31	Human Resources Technician	230
B30	District Testing Specialist	225	G42	Job Developer	225
B33	District Translator	215	G20	Job Placement Specialist	240
B59	Elementary School Services Assistant	190			
B20	Executive Assistant	255			
B19	Executive Assistant to Superintendent	295			
			INSTRUCTIONAL		
B32	Facilities Use Technician	230	E47	Athletic Equipment Attendant Custodian	200
B62	Health Assistant	190	E29	Behavior Intervention Specialist	280
B60	Health Technician	195	E43	Behavior Support Assistant	190
B63	Library Technician I	190	E35	Braille Transcriber	215
B64	Library Technician II	200	E52	Campus Supervisor	185
B61	Office Assistant	190	E32	Certified Speech and Language Pathology Assistant	275
B24	Records Specialist	245	E65	Child Care Assistant	155
B39	Records Technician	210	E58	Child Care Assistant-Children's Center	175
B37	School Administrative Assistant I	225	E39	Child Care Teacher- Infant Toddler	200
B36	School Administrative Assistant II	230	E25	Child Development Site Leader	260
B35	School Administrative Assistant III	230	E38	Child Development Teacher	220
B49	School Office Receptionist	180	E57	Child Guidance Assistant	175
B43	School Support Secretary	210	E34	College/Career Technician	215
B51	Senior Administrative Specialist	250	E31	Educational Sign Language Interpreter	305
B41	Senior Office Assistant	210	E37	Family Liaison	215
B38	Special Project Technician	225	E20	Family Resource Center Specialist	255
			E41	Inclusion Assistant	180
			E61	Language Assessment Specialist	220
			E60	Language Assessment Technician	175
			E30	Lead Educational Sign Language Interpreter	320
			E54	Medical Occupations Lab Assistant	200
			E49	Noon Duty/Playground Supervisor	150
			E56	Paraeducator	175
			E51	Paraeducator-After School Music Program	180
			E50	Paraeducator-After School Programs	180
			E53	Paraeducator-Computer Lab	185
			E55	Paraeducator-Special Education	180
			E59	Paraeducator-Speech and Language	185
			E36	Parent-Teacher Liaison	215
			E46	PE Equipment Attendant	190
			E44	SAP Liaison	220
			E33	Special Education Vocational Specialist	240
			E40	Studio Production Assistant	215

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022



VENTURA UNIFIED SCHOOL DISTRICT
 Classified Human Resources Department
 255 West Stanley Avenue, Suite 100, Ventura, CA 93001
 805.641.5000 ext. 1170

2019-2020 CLASSIFIED REPRESENTED and CONFIDENTIAL SALARY SCHEDULE

MAINTENANCE & OPERATIONS			MEDICAL SERVICES		
CODE	CLASSIFICATION TITLE	RANGE	CODE	CLASSIFICATION TITLE	RANGE
F46	Audio-Visual Technician	250	M31	Certified Occupational Therapy Assistant	275
F57	Building Trades Mechanic	250	M40	Licensed Nurse	
F47	Carpenter	250	Level I	LVN/LPN	300
F67	Custodian	200	Level II	RN	325
F45	Custodian Trainer	220	Level III	RN, with CA State School Audiometrist Cert.	370
F48	Electrician	250	M21	School Occupational Therapist	360
F49	Glazier	250			
F62	Grounds Equipment Operator	215	PUBLICATIONS		
F66	Grounds Maintenance Worker I	210	H31	Graphics Technician	220
F64	Grounds Maintenance Worker II	220	PURCHASING		
F68	Grounds Maintenance Worker-HS	210	J32	Buyer	245
F38	Head Custodian I	220	J47	Mail Courier	200
F37	Head Custodian II	230	J31	Senior Buyer	255
F54	HVAC-Refrigeration Technician	250	J48	Warehouse Worker/Delivery Driver	215
F61	Integrated Pest Management Technician	220			
F40	Lead Building Trades Mechanic	260	TECHNOLOGY		
F42	Lead Custodian	220	C60	Computer Repair Technician	215
F43	Lead Grounds Maintenance Worker	230	C46	Computer Support Specialist	235
F50	Locksmith	250	C35	Computer/Telephone Support Specialist	235
F58	Maintenance & Operations Technician	230	C20	Database/Network Analyst	275
F56	Metal Worker-Welder	250	C21	Information Systems Analyst	270
F51	Painter	250	C25	Lead Technology Specialist	260
F53	Plumber I	250	C22	Network and Systems Specialist	275
F44	Plumber II	255	C30	Student Data Specialist	260
F63	Pool Attendant-Custodian	215	C47	Student Data Technician	215
F55	Roofer	250	C26	Technology Projects Specialist	260
F60	Sprinkler Systems Technician	230	C32	Technology Specialist	255
F65	Trades Maintenance Worker I	210			
F59	Trades Maintenance Worker II	230	TRANSPORTATION		
			K62	Bus Driver	220
			K55	Bus Driver Dispatcher	225
			K65	Delegated Behind the Wheel Trainer	225
			K46	Mechanic I	230
			K41	Mechanic II	260
			K63	Transportation Operations Asst./Bus Driver	215
			K49	Transportation Safety & Training Specialist	230
			K64	Transportation Utility Worker/Bus Driver	215

Last Update: 06/18/2020

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022



Effective 07/01/2020*

SALARY RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	MONTHLY	HOURLY								
150	\$2,487	\$14.29	\$2,628	\$15.10	\$2,776	\$15.95	\$2,942	\$16.91	\$3,115	\$17.90
155	\$2,557	\$14.70	\$2,707	\$15.56	\$2,859	\$16.43	\$3,027	\$17.40	\$3,207	\$18.43
160	\$2,628	\$15.10	\$2,776	\$15.96	\$2,942	\$16.91	\$3,115	\$17.90	\$3,292	\$18.92
165	\$2,707	\$15.56	\$2,859	\$16.43	\$3,027	\$17.40	\$3,207	\$18.43	\$3,389	\$19.48
170	\$2,729	\$15.68	\$2,892	\$16.62	\$3,062	\$17.60	\$3,236	\$18.60	\$3,423	\$19.67
175	\$2,810	\$16.15	\$2,975	\$17.10	\$3,152	\$18.11	\$3,331	\$19.14	\$3,525	\$20.26
180	\$2,892	\$16.62	\$3,062	\$17.60	\$3,236	\$18.60	\$3,423	\$19.67	\$3,622	\$20.82
185	\$2,975	\$17.10	\$3,152	\$18.11	\$3,331	\$19.14	\$3,525	\$20.26	\$3,728	\$21.43
190	\$3,015	\$17.33	\$3,187	\$18.32	\$3,371	\$19.37	\$3,567	\$20.50	\$3,766	\$21.64
195	\$3,103	\$17.83	\$3,282	\$18.86	\$3,471	\$19.95	\$3,671	\$21.10	\$3,878	\$22.29
200	\$3,187	\$18.32	\$3,371	\$19.37	\$3,567	\$20.50	\$3,766	\$21.64	\$3,994	\$22.95
205	\$3,280	\$18.85	\$3,471	\$19.95	\$3,671	\$21.10	\$3,787	\$22.29	\$4,104	\$23.59
210	\$3,261	\$18.74	\$3,450	\$19.83	\$3,643	\$20.94	\$3,863	\$22.20	\$4,084	\$23.47
215	\$3,358	\$19.30	\$3,551	\$20.41	\$3,751	\$21.56	\$3,969	\$22.81	\$4,198	\$24.13
220	\$3,450	\$19.83	\$3,643	\$20.94	\$3,863	\$22.20	\$4,084	\$23.47	\$4,325	\$24.86
225	\$3,551	\$20.41	\$3,751	\$21.56	\$3,969	\$22.81	\$4,198	\$24.13	\$4,442	\$25.53
230	\$3,571	\$20.52	\$3,788	\$21.77	\$4,004	\$23.01	\$4,240	\$24.37	\$4,486	\$25.78
235	\$3,678	\$21.14	\$3,892	\$22.37	\$4,116	\$23.66	\$4,355	\$25.03	\$4,614	\$26.52
240	\$3,788	\$21.77	\$4,004	\$23.01	\$4,240	\$24.37	\$4,486	\$25.78	\$4,744	\$27.26
245	\$3,892	\$22.37	\$4,116	\$23.66	\$4,355	\$25.03	\$4,614	\$26.52	\$4,881	\$28.05
250	\$4,004	\$23.01	\$4,240	\$24.37	\$4,486	\$25.78	\$4,744	\$27.26	\$5,021	\$28.86
255	\$4,116	\$23.66	\$4,355	\$25.03	\$4,614	\$26.52	\$4,881	\$28.05	\$5,162	\$29.67
260	\$4,240	\$24.37	\$4,486	\$25.78	\$4,744	\$27.26	\$5,021	\$28.86	\$5,316	\$30.55
265	\$4,355	\$25.03	\$4,614	\$26.52	\$4,881	\$28.05	\$5,162	\$29.67	\$5,467	\$31.42
270	\$4,486	\$25.78	\$4,744	\$27.26	\$5,021	\$28.86	\$5,316	\$30.55	\$5,622	\$32.31
275	\$4,614	\$26.52	\$4,881	\$28.05	\$5,162	\$29.67	\$5,467	\$31.42	\$5,776	\$33.20
280	\$4,744	\$27.26	\$5,021	\$28.86	\$5,316	\$30.55	\$5,622	\$32.31	\$5,943	\$34.16
285	\$4,881	\$28.05	\$5,162	\$29.67	\$5,467	\$31.42	\$5,776	\$33.20	\$6,116	\$35.15
290	\$5,021	\$28.86	\$5,316	\$30.55	\$5,622	\$32.31	\$5,943	\$34.16	\$6,260	\$36.15
295	\$5,162	\$29.67	\$5,467	\$31.42	\$5,776	\$33.20	\$6,116	\$35.15	\$6,475	\$37.21
300	\$5,316	\$30.55	\$5,622	\$32.31	\$5,943	\$34.16	\$6,290	\$36.15	\$6,659	\$38.27
305	\$5,467	\$31.42	\$5,776	\$33.20	\$6,116	\$35.15	\$6,475	\$37.21	\$6,848	\$39.36
310	\$5,622	\$32.31	\$5,943	\$34.16	\$6,290	\$36.15	\$6,659	\$38.27	\$7,048	\$40.51
315	\$5,776	\$33.20	\$6,116	\$35.15	\$6,475	\$37.21	\$6,848	\$39.36	\$7,250	\$41.67
320	\$5,943	\$34.16	\$6,290	\$36.15	\$6,659	\$38.27	\$7,048	\$40.51	\$7,457	\$42.86
325	\$6,116	\$35.15	\$6,475	\$37.21	\$6,848	\$39.36	\$7,250	\$41.67	\$7,668	\$44.07
330	\$6,290	\$36.15	\$6,659	\$38.27	\$7,048	\$40.51	\$7,457	\$42.86	\$7,890	\$45.34
335	\$6,475	\$37.21	\$6,848	\$39.36	\$7,250	\$41.67	\$7,668	\$44.07	\$8,120	\$46.67
340	\$6,659	\$38.27	\$7,048	\$40.51	\$7,457	\$42.86	\$7,890	\$45.34	\$8,355	\$48.02
345	\$6,848	\$39.36	\$7,250	\$41.67	\$7,668	\$44.07	\$8,120	\$46.67	\$8,597	\$49.41
350	\$7,048	\$40.51	\$7,457	\$42.86	\$7,890	\$45.34	\$8,355	\$48.02	\$8,847	\$50.84
355	\$7,250	\$41.67	\$7,668	\$44.07	\$8,120	\$46.67	\$8,597	\$49.41	\$9,103	\$52.32
360	\$7,457	\$42.86	\$7,890	\$45.34	\$8,355	\$48.02	\$8,847	\$50.84	\$9,367	\$53.83
365	\$7,668	\$44.07	\$8,120	\$46.67	\$8,597	\$49.41	\$9,103	\$52.32	\$9,638	\$55.39
370	\$7,890	\$45.34	\$8,355	\$48.02	\$8,847	\$50.84	\$9,367	\$53.83	\$9,917	\$56.99

* On 06/18/2020, Board of Education approved .50% on-schedule salary increase for the 2019-20, 2020-21 and 2021-22 school year retroactive to 07/01/2019

LONGEVITY INCREMENTS ARE CALCULATED BY AN ADDITIONAL:

- 1.20% of base salary per year after completing 4 years of service.
- 4.10% of base salary per year after completing 9 years of service.
- 7.08% of base salary per year after completing 14 years of service.
- 10.15% of base salary per year after completing 19 years of service.
- 13.31% of base salary per year after completing 24 years of service.
- 16.46% of base salary per year after completing 29 years of service.

NOTE:

Individual positions that require special skills or have other unique designations that other positions within the same classification do not require are provided with additional stipends as follows:

1. Positions designated as Confidential receive an additional 5.03% differential.
2. Positions designated as requiring Bilingual skills receive an additional 2.9% differential.
3. Positions designated as requiring Shorthand skills receive an additional 2.9% differential.

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022



VENTURA UNIFIED SCHOOL DISTRICT
 Classified Human Resources Department
 255 West Stanley Avenue, Suite 100, Ventura, CA 93001
 805.641.5000 ext. 1170

2020-2021 CLASSIFIED REPRESENTED and CONFIDENTIAL SALARY SCHEDULE

ACCOUNTING			CHILD NUTRITION		
CODE	CLASSIFICATION TITLE	RANGE	CODE	CLASSIFICATION TITLE	RANGE
A46	Accounting Assistant	210	D63	Child Nutrition Assistant I	160
A48	Accounting Specialist	225	D62	Child Nutrition Assistant II	175
A20	Accounting Technician	245	D61	Child Nutrition Assistant III	180
A41	ASB Accounting Technician	210	D38	Child Nutrition Manager Elementary	215
A22	Attendance Accounting Specialist	225	D36	Child Nutrition Manager Secondary	230
A47	Attendance Assistant	200	D22	Farm to School Operations Specialist	235
A32	Attendance Technician	210	D21	Food & Nutrition Services Operations Specialist	235
A21	Employee Benefits Specialist	230	D20	Nutrition Specialist	245
A30	Financial Aid Technician	245	D15	Registered Dietitian	255
A19	Payroll Coordinator	250	D35	School Gardens Specialist	220
A35	Payroll Technician	230			
A33	Senior Accountant	275			
A31	Senior Accounting Assistant	230			
CLERICAL/SECRETARIAL			HUMAN RESOURCES		
B50	Administrative Specialist	230	G43	Employment Training Assistant	215
B28	Administrative Specialist-Legal	250	G12	Human Resources Analyst	255
B34	Assessment Technician	225	G46	Human Resources Assistant	210
B48	District Receptionist	190	G22	Human Resources Specialist	240
B30	District Testing Specialist	225	G31	Human Resources Technician	230
B33	District Translator	215	G42	Job Developer	225
B59	Elementary School Services Assistant	190	G20	Job Placement Specialist	240
B20	Executive Assistant	255			
B19	Executive Assistant to Superintendent	295			
			INSTRUCTIONAL		
B32	Facilities Use Technician	230	E47	Athletic Equipment Attendant Custodian	200
B60	Health Technician	195	E29	Behavior Intervention Specialist	280
B63	Library Technician I	190	E43	Behavior Support Assistant	190
B64	Library Technician II	200	E35	Braille Transcriber	215
B61	Office Assistant	190	E52	Campus Supervisor	185
B24	Records Specialist	245	E32	Certified Speech and Language Pathology Assistant	275
B39	Records Technician	210	E65	Child Care Assistant	155
B37	School Administrative Assistant I	225	E58	Child Care Assistant-Children's Center	175
B36	School Administrative Assistant II	230	E39	Child Care Teacher- Infant Toddler	200
B35	School Administrative Assistant III	230	E25	Child Development Site Leader	260
B49	School Office Receptionist	180	E38	Child Development Teacher	220
B43	School Support Secretary	210	E57	Child Guidance Assistant	175
B51	Senior Administrative Specialist	250	E34	College/Career Technician	215
B41	Senior Office Assistant	210	E31	Educational Sign Language Interpreter	305
B38	Special Project Technician	225	E37	Family Liaison	215
B25	Student Placement Specialist	245	E41	Inclusion Assistant	180
			E61	Language Assessment Specialist	220
			E60	Language Assessment Technician	175
			E30	Lead Educational Sign Language Interpreter	320
			E41	Inclusion Assistant	180
			E49	Noon Duty/Playground Supervisor	150
			E67	Paraeducator I	175
			E68	Paraeducator II	180
			E69	Paraeducator III	185
			E51	Paraeducator-After School Music Program	180
			E50	Paraeducator-After School Programs	180
			E53	Paraeducator-Computer Lab	185
			E59	Paraeducator-Speech and Language	185
			E36	Parent-Teacher Liaison	215
			E46	PE Equipment Attendant	190
			E44	SAP Liaison	220
			E33	Special Education Vocational Specialist	240
			E40	Studio Production Assistant	215

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022



VENTURA UNIFIED SCHOOL DISTRICT
 Classified Human Resources Department
 255 West Stanley Avenue, Suite 100, Ventura, CA 93001
 805.641.5000 ext. 1170

2020-2021 CLASSIFIED REPRESENTED and CONFIDENTIAL SALARY SCHEDULE

MAINTENANCE & OPERATIONS			MEDICAL SERVICES		
CODE	CLASSIFICATION TITLE	RANGE	CODE	CLASSIFICATION TITLE	RANGE
F46	Audio-Visual Technician	250	M31	Certified Occupational Therapy Assistant	275
F57	Building Trades Mechanic	250	M40	Licensed Nurse	
F47	Carpenter	250	<i>Level I</i>	LVN/LPN	300
F67	Custodian	200	<i>Level II</i>	RN	325
F45	Custodian Trainer	220	<i>Level III</i>	RN, with CA State School Audiometrist Cert.	370
F48	Electrician	250	M21	School Occupational Therapist	360
F49	Glazier	250			
F62	Grounds Equipment Operator	215	PUBLIC RELATIONS		
F66	Grounds Maintenance Worker I	210	P10	Digital Communications Specialist	275
F64	Grounds Maintenance Worker II	220	PUBLICATIONS		
F68	Grounds Maintenance Worker-HS	210	H31	Graphics Technician	220
F38	Head Custodian I	220	PURCHASING		
F37	Head Custodian II	230	J32	Buyer	245
F54	HVAC-Refrigeration Technician	250	J47	Mail Courier	200
F61	Integrated Pest Management Technician	220	J31	Senior Buyer	255
F40	Lead Building Trades Mechanic	260	J48	Warehouse Worker/Delivery Driver	215
F42	Lead Custodian	220			
F43	Lead Grounds Maintenance Worker	230	TECHNOLOGY		
F50	Locksmith	250	C60	Computer Repair Technician	215
F58	Maintenance & Operations Technician	230	C46	Computer Support Specialist	235
F56	Metal Worker-Welder	250	C35	Computer/Telephone Support Specialist	235
F51	Painter	250	C20	Database/Network Analyst	275
F53	Plumber I	250	C21	Information Systems Analyst	270
F44	Plumber II	255	C25	Lead Technology Specialist	260
F63	Pool Attendant-Custodian	215	C22	Network and Systems Specialist	275
F55	Roofer	250	C30	Student Data Specialist	260
F60	Sprinkler Systems Technician	230	C47	Student Data Technician	215
F65	Trades Maintenance Worker I	210	C26	Technology Projects Specialist	260
F59	Trades Maintenance Worker II	230	C32	Technology Specialist	255
			TRANSPORTATION		
			K62	Bus Driver	220
			K55	Bus Driver Dispatcher	225
			K65	Delegated Behind the Wheel Trainer	225
			K46	Mechanic I	230
			K41	Mechanic II	260
			K63	Transportation Operations Asst./Bus Driver	215
			K49	Transportation Safety & Training Specialist	230
			K64	Transportation Utility Worker/Bus Driver	215

Last Update: 09/16/2020

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022



Effective 07/01/2021*

SALARY RANGE	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY
150	\$2,689	\$15.45	\$2,842	\$16.33	\$3,004	\$17.26	\$3,173	\$18.24	\$3,355	\$19.28
155	\$2,757	\$15.84	\$2,914	\$16.75	\$3,081	\$17.71	\$3,256	\$18.71	\$3,443	\$19.79
160	\$2,847	\$16.36	\$3,009	\$17.29	\$3,180	\$18.28	\$3,362	\$19.32	\$3,553	\$20.42
165	\$2,910	\$16.72	\$3,075	\$17.67	\$3,251	\$18.68	\$3,436	\$19.75	\$3,631	\$20.87
170	\$2,956	\$16.99	\$3,125	\$17.96	\$3,302	\$18.98	\$3,491	\$20.06	\$3,689	\$21.20
175	\$3,023	\$17.37	\$3,195	\$18.36	\$3,377	\$19.41	\$3,571	\$20.52	\$3,775	\$21.70
180	\$3,109	\$17.87	\$3,287	\$18.89	\$3,474	\$19.97	\$3,673	\$21.11	\$3,882	\$22.31
185	\$3,199	\$18.39	\$3,381	\$19.43	\$3,574	\$20.54	\$3,778	\$21.71	\$3,995	\$22.96
190	\$3,263	\$18.75	\$3,450	\$19.83	\$3,647	\$20.96	\$3,854	\$22.15	\$4,073	\$23.41
195	\$3,329	\$19.13	\$3,518	\$20.22	\$3,719	\$21.37	\$3,931	\$22.59	\$4,156	\$23.89
200	\$3,413	\$19.61	\$3,608	\$20.74	\$3,814	\$21.92	\$4,032	\$23.17	\$4,262	\$24.49
205	\$3,457	\$19.87	\$3,653	\$20.99	\$3,863	\$22.20	\$4,082	\$23.46	\$4,315	\$24.80
210	\$3,510	\$20.17	\$3,710	\$21.32	\$3,921	\$22.53	\$4,144	\$23.82	\$4,379	\$25.17
215	\$3,581	\$20.58	\$3,785	\$21.75	\$4,002	\$23.00	\$4,230	\$24.31	\$4,471	\$25.70
220	\$3,655	\$21.01	\$3,864	\$22.21	\$4,084	\$23.47	\$4,316	\$24.80	\$4,562	\$26.22
225	\$3,731	\$21.44	\$3,944	\$22.67	\$4,168	\$23.95	\$4,406	\$25.32	\$4,657	\$26.76
230	\$3,809	\$21.89	\$4,026	\$23.14	\$4,256	\$24.46	\$4,499	\$25.86	\$4,755	\$27.33
235	\$3,887	\$22.34	\$4,109	\$23.61	\$4,343	\$24.96	\$4,590	\$26.38	\$4,852	\$27.89
240	\$3,970	\$22.82	\$4,197	\$24.12	\$4,436	\$25.49	\$4,688	\$26.94	\$4,956	\$28.48
245	\$4,051	\$23.28	\$4,281	\$24.60	\$4,526	\$26.01	\$4,783	\$27.49	\$5,056	\$29.06
250	\$4,163	\$23.93	\$4,401	\$25.29	\$4,652	\$26.74	\$4,918	\$28.26	\$5,196	\$29.86
255	\$4,279	\$24.59	\$4,524	\$26.00	\$4,782	\$27.48	\$5,054	\$29.05	\$5,343	\$30.71
260	\$4,406	\$25.32	\$4,657	\$26.76	\$4,923	\$28.29	\$5,204	\$29.91	\$5,500	\$31.61
265	\$4,536	\$26.07	\$4,794	\$27.55	\$5,066	\$29.11	\$5,355	\$30.78	\$5,661	\$32.53
270	\$4,669	\$26.83	\$4,935	\$28.36	\$5,216	\$29.98	\$5,513	\$31.68	\$5,828	\$33.49
275	\$4,789	\$27.52	\$5,061	\$29.09	\$5,350	\$30.75	\$5,655	\$32.50	\$5,977	\$34.35
280	\$4,921	\$28.28	\$5,202	\$29.90	\$5,498	\$31.60	\$5,812	\$33.40	\$6,144	\$35.31
285	\$5,056	\$29.06	\$5,344	\$30.71	\$5,648	\$32.46	\$5,970	\$34.31	\$6,310	\$36.26
290	\$5,213	\$29.96	\$5,510	\$31.67	\$5,824	\$33.47	\$6,156	\$35.38	\$6,507	\$37.40
295	\$5,363	\$30.82	\$5,669	\$32.58	\$5,992	\$34.44	\$6,334	\$36.40	\$6,694	\$38.47
300	\$5,519	\$31.72	\$5,833	\$33.52	\$6,165	\$35.43	\$6,517	\$37.45	\$6,887	\$39.58
305	\$5,676	\$32.62	\$5,999	\$34.48	\$6,343	\$36.45	\$6,704	\$38.53	\$7,086	\$40.72
310	\$5,840	\$33.56	\$6,172	\$35.47	\$6,524	\$37.49	\$6,896	\$39.63	\$7,290	\$41.90
315	\$6,006	\$34.52	\$6,350	\$36.49	\$6,711	\$38.57	\$7,094	\$40.77	\$7,499	\$43.10
320	\$6,177	\$35.50	\$6,529	\$37.52	\$6,901	\$39.66	\$7,295	\$41.93	\$7,711	\$44.32
325	\$6,353	\$36.51	\$6,715	\$38.59	\$7,098	\$40.79	\$7,502	\$43.11	\$7,930	\$45.57
330	\$6,536	\$37.56	\$6,908	\$39.70	\$7,302	\$41.97	\$7,718	\$44.36	\$8,158	\$46.89
335	\$6,724	\$38.64	\$7,107	\$40.84	\$7,513	\$43.18	\$7,942	\$45.64	\$8,395	\$48.25
340	\$6,917	\$39.75	\$7,310	\$42.01	\$7,728	\$44.41	\$8,169	\$46.95	\$8,634	\$49.62
345	\$7,121	\$40.93	\$7,527	\$43.26	\$7,956	\$45.72	\$8,409	\$48.33	\$8,889	\$51.09
350	\$7,331	\$42.13	\$7,749	\$44.53	\$8,189	\$47.06	\$8,657	\$49.75	\$9,151	\$52.59
355	\$7,545	\$43.36	\$7,975	\$45.83	\$8,430	\$48.45	\$8,910	\$51.21	\$9,418	\$54.13
360	\$7,764	\$44.62	\$8,207	\$47.17	\$8,675	\$49.86	\$9,169	\$52.70	\$9,690	\$55.69
365	\$7,989	\$45.91	\$8,445	\$48.53	\$8,925	\$51.29	\$9,435	\$54.22	\$9,974	\$57.32
370	\$8,219	\$47.24	\$8,689	\$49.94	\$9,184	\$52.78	\$9,708	\$55.79	\$10,262	\$58.98

* On 06/18/2020, Board of Education approved .50% on-schedule salary increase for the 2019-20, 2020-21 and 2021-22 school year retroactive to 07/01/2019
* On 08/24/2021, Board of Education approved 2.0% on-schedule salary increase for the 2021-22 school year retroactive to 07/01/2021 (VESPA bargaining unit members) and 2.00% off-schedule bonus paid by October 10, 2021 to bargaining unit members employed as of September 30, 2021. In addition, the District will balance the Classified Represented & Confidential Salary Schedule per the previously bargained recalibration to maintain the salary range grading.
* On 11/22/2021, Board of Education approved 1.0% on-schedule salary increase for the 2021-22 school year retroactive to 07/01/2021 (VESPA bargaining unit members)

LONGEVITY INCREMENTS ARE CALCULATED BY AN ADDITIONAL:

- 1.20% of base salary per year after completing 4 years of service.
- 4.10% of base salary per year after completing 9 years of service.
- 7.08% of base salary per year after completing 14 years of service.
- 10.15% of base salary per year after completing 19 years of service.
- 13.31% of base salary per year after completing 24 years of service.
- 16.46% of base salary per year after completing 29 years of service.

NOTE:

Individual positions that require special skills or have other unique designations that other positions within the same classification do not require are provided with additional stipends as follows:

- 1. Positions designated as requiring Bilingual skills receive an additional 2.9% differential.

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (BP 0410)

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022



VENTURA UNIFIED SCHOOL DISTRICT
 Classified Human Resources Department
 255 West Stanley Avenue, Suite 100, Ventura, CA 93001
 805.641.5000 ext. 1170

2021-2022 CLASSIFIED REPRESENTED SALARY SCHEDULE

MAINTENANCE & OPERATIONS			SPECIALIZED		
CODE	CLASSIFICATION TITLE	RANGE	CODE	CLASSIFICATION TITLE	RANGE
F57	Building Trades Mechanic	250	M31	Certified Occupational Therapy Assistant	275
F47	Carpenter	250	M32	Certified Speech and Language Pathology Assistant	275
F36	Custodial Trainer – Coordinator	260	M41	Licensed Associate	310
F67	Custodian	200		Marriage & Family Therapist	
F48	Electrician	250		Professional Clinical Counselor	
F49	Glazier	250		Clinical Social Worker	
F62	Grounds Equipment Operator	215	M43	Licensed Associate Supervisor	320
F66	Grounds Maintenance Worker I	210	M40	Licensed Nurse	
F64	Grounds Maintenance Worker II	220	Level I	LVN/LPN	300
F68	Grounds Maintenance Worker-HS	210	Level II	RN	325
F38	Head Custodian I	220	Level III	RN, with CA State School Audiometrist Cert.	370
F37	Head Custodian II	230	M42	Pre-Licensed Associate / Intern	270
F54	HVAC-Refrigeration Technician	250	M21	School Occupational Therapist	360
F61	Integrated Pest Management Technician	220			
F40	Lead Building Trades Mechanic	260			
F42	Lead Custodian	220			
F43	Lead Grounds Maintenance Worker	260			
F50	Locksmith	250	STUDENT SERVICES		
F56	Metal Worker-Welder	250	S47	Athletic Equipment Attendant Custodian	200
F51	Painter	250	S52	Campus Supervisor	185
F53	Plumber I	250	S49	Campus Support Assistant	155
F44	Plumber II	255	S37	Family Liaison	215
F63	Pool Attendant-Custodian	215	S46	PE Equipment Attendant	190
F55	Roofer	250	S44	SAP Liaison	220
F60	Sprinkler Systems Technician	230			
F65	Trades Maintenance Worker I	210	TECHNOLOGY		
F59	Trades Maintenance Worker II	230	C60	Computer Repair Technician	215
			C46	Computer Support Specialist	235
			C35	Computer/Telephone Support Specialist	235
			C20	Database/Network Analyst	275
			C21	Information Systems Analyst	270
			C25	Lead Technology Specialist	260
			C22	Network and Systems Specialist	275
			C48	Student Data Specialist I	250
			C49	Student Data Specialist II	260
PUBLICATIONS			C47	Student Data Technician	215
H31	Graphics Technician	220	C26	Technology Projects Specialist	260
			C32	Technology Specialist	255
Purchasing			TRANSPORTATION		
J32	Buyer	245	K62	Bus Driver	220
J47	Mail Courier	200	K55	Bus Driver Dispatcher	225
J30	Purchasing Specialist	250	K65	Delegated Behind the Wheel Trainer	225
J48	Warehouse Worker/Delivery Driver	215	K46	Mechanic I	230
			K41	Mechanic II	260
			K66	Transportation Assistant	175
			K49	Transportation Safety & Training Specialist	230

Last Update: 01/20/2022

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022



2021-2022 CLASSIFIED REPRESENTED SALARY SCHEDULE

MAINTENANCE & OPERATIONS			SPECIALIZED		
CODE	CLASSIFICATION TITLE	RANGE	CODE	CLASSIFICATION TITLE	RANGE
F57	Building Trades Mechanic	250	M31	Certified Occupational Therapy Assistant	275
F47	Carpenter	250	M32	Certified Speech and Language Pathology Assistant	275
F36	Custodial Trainer – Coordinator	260	M41	Licensed Associate	310
F67	Custodian	200		Marriage & Family Therapist	
F48	Electrician	250		Professional Clinical Counselor	
F49	Glazier	250		Clinical Social Worker	
F62	Grounds Equipment Operator	215	M43	Licensed Associate Supervisor	320
F66	Grounds Maintenance Worker I	210	M40	Licensed Nurse	
F64	Grounds Maintenance Worker II	220	Level I	LVN/LPN	300
F68	Grounds Maintenance Worker-HS	210	Level II	RN	325
F38	Head Custodian I	220	Level III	RN, with CA State School Audiometrist Cert.	370
F37	Head Custodian II	230	M42	Pre-Licensed Associate / Intern	270
F54	HVAC-Refrigeration Technician	250	M21	School Occupational Therapist	360
F61	Integrated Pest Management Technician	220			
F40	Lead Building Trades Mechanic	260			
F42	Lead Custodian	220			
F43	Lead Grounds Maintenance Worker	260			
F50	Locksmith	250	STUDENT SERVICES		
F56	Metal Worker-Welder	250	S47	Athletic Equipment Attendant Custodian	200
F51	Painter	250	S52	Campus Supervisor	185
F53	Plumber I	250	S49	Campus Support Assistant	155
F44	Plumber II	255	S37	Family Liaison	215
F63	Pool Attendant-Custodian	215	S46	PE Equipment Attendant	190
F55	Roofer	250	S44	SAP Liaison	220
F60	Sprinkler Systems Technician	230			
F65	Trades Maintenance Worker I	210	TECHNOLOGY		
F59	Trades Maintenance Worker II	230	C60	Computer Repair Technician	215
			C46	Computer Support Specialist	235
			C35	Computer/Telephone Support Specialist	235
			C20	Database/Network Analyst	275
			C21	Information Systems Analyst	270
			C25	Lead Technology Specialist	260
			C22	Network and Systems Specialist	275
			C48	Student Data Specialist I	250
			C49	Student Data Specialist II	260
PUBLICATIONS			C47	Student Data Technician	215
H31	Graphics Technician	220	C26	Technology Projects Specialist	260
			C32	Technology Specialist	255
Purchasing			TRANSPORTATION		
J32	Buyer	245	K62	Bus Driver	220
J47	Mail Courier	200	K55	Bus Driver Dispatcher	225
J30	Purchasing Specialist	250	K65	Delegated Behind the Wheel Trainer	225
J48	Warehouse Worker/Delivery Driver	215	K46	Mechanic I	230
			K41	Mechanic II	260
			K66	Transportation Assistant	175
			K49	Transportation Safety & Training Specialist	230

Last Update: 01/20/2022

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

APPENDIX F
Health and Welfare Deferred Compensation Plan

Initial payment and annual payment is based on unit members' years of service as of service as of June 30, 1993, plus one year.

Initial payment and annual installment amounts shown in this appendix are for a unit member with 100% district paid benefits as of June 30, 1993. For unit members who receive less than 100% district paid benefits, initial payment and installment amounts will be pro-rated.

YEARS OF SERVICE AT 6/30/93	INITIAL PAYMENT TO BE RECEIVED AFTER CONTRACT RATIFICATION	ANNUAL INSTALLMENT UPON RETIREMENT FROM DISTRICT UNIT MEMBER WOULD RECEIVE PER YEAR FOR A TOTAL OF FIVE INSTALLMENTS	AT THE END OF FIVE YEARS UNIT MEMBER WOULD HAVE RECEIVED	THE TOTAL AMOUNT UNIT MEMBER WOULD RECEIVE FROM THIS PLAN WOULD BE
1	\$171	\$300	\$1,500	\$1,671
2	\$342	\$600	\$3,000	\$3,342
3	\$513	\$900	\$4,500	\$5,013
4	\$684	\$1,200	\$6,000	\$6,684
5	\$855	\$1,500	\$7,500	\$8,355
6	\$1,026	\$1,800	\$9,000	\$10,026
7	\$1,197	\$2,100	\$10,500	\$11,697
8	\$1,368	\$2,400	\$12,000	\$13,368
9	\$1,539	\$2,700	\$13,500	\$15,039
10	\$1,710	\$3,000	\$15,000	\$16,710
11	\$1,881	\$3,300	\$16,500	\$18,381
12	\$2,052	\$3,600	\$18,000	\$20,052
13	\$2,223	\$3,900	\$19,500	\$21,723
14	\$2,394	\$4,200	\$21,000	\$23,394
15	\$2,565	\$4,500	\$22,500	\$25,065
16	\$2,736	\$4,800	\$24,000	\$26,736
17	\$2,907	\$5,100	\$25,500	\$28,407
18	\$3,078	\$5,400	\$27,000	\$30,078
19	\$3,249	\$5,700	\$28,500	\$31,749
20	\$3,420	\$6,000	\$30,000	\$33,420
21	\$3,591	\$6,300	\$31,500	\$35,091
22	\$3,762	\$6,600	\$33,000	\$36,762
23	\$3,933	\$6,900	\$34,500	\$38,433
24	\$4,104	\$7,200	\$36,000	\$40,104
25	\$4,275	\$7,500	\$37,500	\$41,775
26	\$4,446	\$7,800	\$39,000	\$43,446
27	\$4,617	\$8,100	\$40,500	\$45,117
28	\$4,788	\$8,400	\$42,000	\$46,788
29	\$4,959	\$8,700	\$43,500	\$48,459
30	\$5,130	\$9,000	\$45,000	\$50,130
31	\$5,301	\$9,000	\$45,000	\$50,301
32	\$5,472	\$9,000	\$45,000	\$50,472
33	\$5,643	\$9,000	\$45,000	\$50,643
34	\$5,814	\$9,000	\$45,000	\$50,814
35	\$5,985	\$9,000	\$45,000	\$50,985
36	\$6,156	\$9,000	\$45,000	\$51,156
37	\$6,327	\$9,000	\$45,000	\$51,327
38	\$6,498	\$9,000	\$45,000	\$51,498
39	\$6,669	\$9,000	\$45,000	\$51,669
40	\$6,840	\$9,000	\$45,000	\$51,840

CONTRACT OF AGREEMENT
Between the Ventura Unified School District
and the Ventura Education Support Professionals Association
2018 - 2022

APPENDIX G
Side Agreement #1 between VESPA and VUSD

Side Agreement #1 between VESPA and VUSD

In response to VESPA concerns regarding a few items in Article 40 – Specialized Health Care, both parties agree to move forward with developing a sub-committee to explore the following possibilities:

- Establishing a paraprofessional classification focused on providing specialized health care needs for special education students
- Developing communication to help educate and encourage site and department staff to ask for assistance should additional help be needed while performing job duties (i.e. when lifting a student)

There was also an expressed interest to have this sub-committee review hard-to-fill classified positions, and conduct salary surveys for the identified classifications with the intent to help increase District competitiveness to attract and retain employees in those classifications (i.e. School Occupational Therapists, Educational Sign Language Interpreter, etc.)

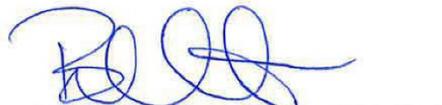
This sub-committee will be established and meet as needed throughout the 2019-20 school year, with the intent of implementing recommendations for the 2020-21 school year.

Agreed to this 1st day of February, 2019.


Michael Musser
VESPA, Chief Negotiator


Jeff Davis
VUSD, Chief Negotiator


Margaret Parsadanyan
VESPA, Chief Negotiator


Betsy George
VUSD, Chief Negotiator

